**Volunteer Opportunities**

**If you love animals, are interested in making a difference, and have time to spare,**

**Polk County Humane Society is looking for committed volunteers!**

**About Us**

Polk County Humane Society is a nonprofit no-kill shelter that has been saving animals since 1991. We serve Polk County, Missouri and aid surrounding counties that have little to no resources for assisting animals in need. As a nonprofit, we rely solely on the generous support of our community through monetary and material donations. It is through this support and the diligent work of volunteers that Polk County Humane Society is able to help approximately 500 animals per year. Our dream is to grow our organization so that we can help many more animals in need.

**How can I help?**

We are aiming to grow our team with committed volunteers who have a love for animals and an interest in their welfare. General volunteers are always welcome, and specific volunteer positions can be found below. If you have any questions or are interested in volunteering with us, please feel free to email us at pchsvolunteercoordinator@gmail.com.

* *Please keep in mind that the times mentioned are subject to change.*
* *We currently only accept volunteers ages 16 and up.*
* *We reserve the right to terminate our partnership with a volunteer at any time.*
* *Multiple volunteers can be assigned to certain volunteer opportunities.*
* *Depending on position requested, a subject may take on more than one volunteer opportunity.*

**Specific Volunteer Positions**

**Volunteer Coordinator**

We are seeking someone to assist in the management of volunteers and volunteer opportunities. If you have a passion for working with both people and animals this position may be for you!

*The ideal Volunteer Coordinator would:*

* Be self-motivated.
* Be responsible, organized, and reliable.
* Have GREAT communication and management skills.
* Be available to spend 4 hrs. 3x a week at the shelter while getting to know our needs, animals, staff, facility, policies, dreams, and goals. The time needed at the shelter will reduce after the initial training period.
* Have internet access and the availability to work from home.
* Have knowledge of social media and great marketing skills.
* Understand the role and importance of volunteers.

**Grant Writer**

We are seeking someone educated and experienced in the art of grant writing that has a strong passion for helping animals!

*The ideal Grant Writer(s) would;*

* Be willing and able to spend 2-4 hrs. 2x a week at the shelter while getting to know our needs, animals, staff, facility, policies, dreams and goals. The time needed at the shelter will reduce after the initial training period.
* Be organized and self-motivated.
* Have great written communication skills.
* Want to assist in helping PCHS succeed in reaching the goals set in order to best serve our animals and our community.
* Be required to attend one board meeting per quarter. Currently these are on the third Thursday of the month at 6PM. This is subject to change.

**Photographer(s)**

We are seeking a regular photographer to capture images of our animals at the shelter and events for social media and our website.

*The ideal photographer would:*

* Have a love and passion for animals.
* Be able to come out at least once a week to capture pictures of our available animals and upload them to shelter staff for publication in the hope of bringing more adopters and support.
* Be able to attend most events.
* Having a knack for photographing animals is a plus.

**Videographer**

We are seeking a videographer that would find joy in getting videos of our animals and help with other projects.

*An ideal videographer would:*

* Be creative in the way of capturing animals to bring more attention to our adoptables.
* Able to come up with new ideas and fun projects to raise awareness and publicity for the shelter through video.

**Fundraising Committee**

We are seeking to build a committee of volunteers with a strong passion for animals and an understanding of the shelter needs.

*Ideal candidates for the Fundraising Committee would:*

* Be responsible, reliable and organized.
* Understand our goals and why fundraising is crucial to PCHS.
* Have a love and passion for our shelter and our animals.
* Have great communication and people skills.
* Be willing and able to both organize and man fundraising events.
* Be willing to solicit donations and sponsorship for events.

**Cat Kennel Tech(s) (CKT)**

We are seeking self-motivated cat lovers to aid in the cleaning and care of our feline friends! Kennel Techs are the main line of defense against illness in shelters. This may not be a clean job, but it is incredibly important to the health and well-being of our cats.

*An ideal CKT would:*

* Follow directions, procedures and protocols.
* Pay attention to detail.
* Have good communication skills.
* Be eager and willing to learn.
* Be able to bend and kneel repeatedly.
* Be willing and able to clean bodily fluids and excrement.
* Have some knowledge of signs of illness in cats.
* Be able to administer meds.
* Accept that there is always a risk of getting bit and scratched.

**Dog Kennel Tech(s) (DKT)**

We are seeking self-motivated dog lovers to aid in the cleaning and care of our dog friends. Kennel Techs are the main line of defense against illness in shelters. This may not be a clean job, but it is incredibly important to the health and well-being of our dogs.

*An ideal DKT would:*

* Follow directions, procedures and protocols.
* Pay attention to detail.
* Have good communication skills.
* Be eager and willing to learn.
* Be able to bend, kneel, and lift 50lbs repeatedly.
* Be willing to clean bodily fluids and excrement.
* Have some knowledge of illnesses in dogs and able to administer meds.
* Accept that there is always a risk of getting bit and scratched.

**Shelter Adoption Consultant (SAC)**

We are seeking both cat and/or dog lovers to assist in the showing of the animals available for adoption, assisting in adoption process, and finalizing adoptions.

*An ideal SAC would:*

* Be reliable and responsible.
* Have knowledge of dog and/or cat behavior.
* Be available 4+ hrs. 2+ times a week to come in while getting to know our staff, policies, adoption process, screening questions, paperwork, and managing software. These times are subject to change.
* Be willing and able to handle both cats and dogs. While we prefer for volunteers to be able to work with their preferred species, our hope is that you can step up for either if the need should arise.

**Cat PetSmart Adoption Assistant(s) CPAA**

We are seeking knowledgeable, responsible, and reliable cat lovers to aid in facilitating the adoption of cats through our PetSmart Adoption program.

*Our ideal CPAA(s) would:*

* Need a valid driver's license.
* Be able to make frequent trips to and from Bolivar to Springfield every other 2 week period. Up to four trips per week.
* Be responsible and reliable.
* Need some medical knowledge of signs of illness in cats.
* Be available 2+ hrs. 3+ times a week at the shelter while getting to know our staff, policies, paperwork preparation and managing software. The time needed at the shelter initially will reduce after the initial training period.
* Keep open communication between other CPAA's, PCHS staff, other PetSmart Adoption Partners, and PetSmart stores about pertinent information regarding but not limited to: the program, animals’ well-being, adoption statuses, and scheduling.

**Dog Walker Volunteers**

Volunteers are welcome to walk dogs every afternoon pending good weather!

*An ideal Dog Walker would:*

* Be able to spend a 2-4 hrs. per visit a few times a week.
* Walk each dog for an average of 30 min. per dog.
* Willing to handle all sizes of dogs.
* Able to follow directions.
* Ensure the safety of visitors and other animals by practicing proper handling.
* Feel comfortable getting the dogs in and out of the kennels.
* Have some knowledge of leash and/or obedience training.

**Dog Adoption Event Assistant(s) (DAEA)**

We are seeking a knowledgeable and experienced dog handler with great people skills to assist the Dog Adoption Event Supervisor(s) and/or PCHS staff at adoption events. This includes but is not limited to: cleaning and care during transportation and adoption events, planning, preparation, and attending events.

*The ideal DAEA would:*

* Need a valid driver's license.
* Be responsible, organized and reliable.
* Be available 2+ hrs. 3+ times a week at the shelter while getting to know our staff, policies, adoption process, screening questions, paperwork and managing software.
* Be available some weekends to attend events.
* Communicate with shelter staff, Dog Adoption Event Supervisor(s) as well as fellow DAEA effectively and efficiently.
* Be willing and able to clean bodily fluids and excrement.
* Have the ability and interest to work with both dogs and people. There are usually a lot of both.
* Be willing to ask questions in order to best match dogs to potential adopters.
* Be willing to turn down adoptions when it is not in the best interest of the animal.
* Be able to multitask.
* Have good reflexes of both body and mind in high stress situations.
* Be able to lift 50lbs repeatedly.
* Need to attend quarterly board meetings.

**Dog Adoption Event Supervisor(s) (DAES)**

We are seeking a knowledgeable and experienced dog handler with great people skills that includes but is not limited to: head planning, organizing, recruiting DAEA(s), scheduling both events and DAEA(s), packing and transporting dogs to and from adoption events, cleaning and care while at events, screening adopters, and finalizing adoptions.

*The ideal DAES would:*

* Have previously been a Dog Adoption Event Assistant under the training of either PCHS staff or a Dog Adoption Event Advisor.
* Need a valid driver's license.
* Be responsible, organized, and reliable.
* Need computer skills and internet access.
* Be available 2+ hrs. 3+ times a week at the shelter while getting to know our staff, policies, adoption process, screening questions, paperwork, and managing software.
* Be available most weekends to attend events.
* Recruit a team of Dog Adoption Event Assistants (DAEA) to assist before, during, and after the events. A lot of this will take place online and can be done from home.
* Communicate with shelter staff as well as DAEA effectively and efficiently.
* Have the ability and interest to work with both dogs and people. There are usually a lot of both.
* Be willing to ask questions in order to best match dogs to potential adopters.
* Be willing to turn down adoptions when it is not in the best interest of the animal.
* Be able to multitask.
* Have good reflexes of both body and mind in high stress situations.
* Be able to lift 50lbs repeatedly.

Need to attend quarterly board meetings.

**Board members**

We are always looking to expand our board with knowledgeable people that can benefit our mission here at the Polk County Humane Society.

*An ideal board member would:*

* Have a passion for animals.
* Have good business sense.
* Be able to attend monthly board meeting. Currently these meetings are held on the third Thursday of each month at 6PM.

**Enrichment Therapist(s)**

We are seeking an individual(s) to focus on providing the animals a more enriched stay while at PCHS!

Enrichment -"Adding to an animal's environment with which the animal voluntarily interacts and, as a result, experience improved physical and/or psychological health."

*An Ideal ET(s) would:*

* Be responsible and reliable.
* Be creative in finding new ways to provide enrichment to our animals.
* Be resourceful in providing/creating enrichment activities/toys by repurposing items or using what is on hand. For example: using a cardboard box with wadded up newspaper and treats hidden for dogs and cats.

**Secretary**

We could always use assistance in answering the phone and other office tasks from small shopping trips to filing papers.

*An ideal secretary would:*

* Be available 4 hrs. a day a few times a week.
* Be willing to spend as much time as needed while initially getting to know our staff, policies, procedures, animal status, the animals, and other pertinent info that would be necessary to answer phones as well as file paperwork.
* Be willing to run small errands and place orders of needed items with local businesses.

**Dogs Day out Program Coordinator (DDOPC)**

We are seeking a knowledgeable dog lover that is motivated by the satisfaction of enriching the lives of shelter dogs while waiting for homes by taking our dogs on “field trips” and recruiting others to do so as well!

*The ideal DDOPC would:*

* Be organized, responsible, and reliable.
* Have knowledge of dog behavior.
* Know the basics of leash training.
* Be able to multitask.
* Have good communication skills between staff and Dogs Day out Squad (DDOS).
* Be committed to recruiting and training Dogs Day Out Squad on the do and do not(s) of public interactions.
* Establish a system to log the feedback of the DDOS(s).
* Be available within reason of emergencies for DDOS.

**Dogs Day out Squad (DDOS)**

We are currently seeking knowledgeable dog lovers to kick off our Dogs Day out Program. If you can’t have a dog where you are living, miss your pets back home, or just want the satisfaction of enriching the lives of shelter dogs while waiting for homes by taking our dogs on “field trips”, this position may be just for you!

*An ideal DDOS would:*

* Be organized, responsible and reliable.
* Have knowledge of dog behavior.
* Know the basics of leash training.
* Be able to multitask.
* Have good communication skills between PCHS staff as well as Dogs Day out Program Coordinator.

**Handyman**

The shelter is always in need of repair and maintenance. Animals are hard on a lot and with a growing shelter comes new projects. We would love to have someone knowledgeable to assist with repairs and maintenance.

*An ideal handyman would:*

* Be reliable and responsible.
* Have a variety of their own tools to assist in projects.
* Have a passion for animals.
* Be available to assist at the shelter approx. 3 hrs. every 2 weeks.
* Have some knowledge of carpentry, plumbing, painting, and other various abilities in which would assist in the maintenance, upkeep, and upcoming projects.

**Tech Support**

We are seeking someone to teach and help with basic technical support.

*An Ideal Tech Support would:*

* Be willing and able to spend time helping answer questions and solving technical problems both at home and when needed at the shelter.
* Be willing to give us crash courses in the training of using certain programs as well handling technical difficulties.

**Laundry Doer Extraordinaire (LDE)**

Laundry is a major need of shelter life. It is often hard for staff to keep up with during daily shelter life. We would LOVE help with keeping up on it!

*An ideal LDE would:*

* Be able to commit to coming out a couple hours a day a few times a week. While waiting on laundry this is always a good time to give some extra attention to the animals.

**Housekeeper**

Basic housekeeping is also a daily need of shelter life. This comes in all forms from dusting to sweeping and mopping. This is needed every day!

*An ideal Housekeeper would:*

* See things that need cleaned and organized and take the initiative to accomplish the task.
* Be able to spend a few hours a few hours a week here at the shelter.
* Have a good sense of utilizing the space available to store what is needed.
* Be self-motivated.
* Be willing to bend, kneel, mop, vacuum, dust, clean bodily fluids and excrement, clean animal dander, help with laundry, organization, dishes and other basic cleaning that would pertaining to shelter life.

**Gardener/Pruner**

While this is not needed often it is still very important. We would love someone to come prune the plants around the shelter keeping them looking pretty and healthy. We think this would only be needed approx. once every two weeks. We would also like someone to winterize the area when the time comes.