



Volunteer Positions

**SHELTER HOURS: MONDAY - FRIDAY 10:00 AM - 5:00 PM; SATURDAY 10:00 AM - 4:00 PM;
CLOSED ON SUNDAY.**

Dog Walker

Requirements: Ability to handle and walk dogs. Knowledge of weight limits and what you can personally handle. Ability to teach basic commands to dogs and be consistent with the handling of the dogs.

Tasks: Walk dogs, within designated areas, making sure to keep the animal safe as well as other dog walkers and visitors to the Shelter.

Training: One to two weeks learning how best to walk and teach basic commands to dogs, learning to read kennel cards and what dogs can be walked to match your skill, learning basic disease control in a shelter environment.

Schedule: Any hours corresponding to business hours of the Shelter.

Greeter

Requirements: Ability to communicate with citizens visiting the Animal Shelter. Ability to stand for long periods of time.

Tasks: Greet and direct visitors. Give tours of the Shelter. Show potential adopters animals available for adoption. Assist visitors in locating their lost pet.

Training: One to two weeks familiarizing with Shelter policy regarding visitors, adoptions and basic disease control in a shelter environment. Daily Shelter check for inventory to help guide customers.

Schedule: Any hours corresponding to business hours of the Shelter.

Community Representative

Requirements: Ability to express the mission of the Shelter and promote adoption as well as marketing of the animals for available for adoption at the Shelter.

Tasks: Create and promote marketing tools (i.e. flyers, posters) to help promote the adoption of the animals at the Shelter. Also, create and promote marketing tools to educate the public regarding what to do when missing a pet.

Training: One to two weeks familiarizing with the Shelter mission and adoption policy and procedures.

Schedule: No set schedule; work at your own pace. Any documents to be distributed to the public must be approved through the Volunteer Coordinator.

Cat Comforter

Requirements: Ability to handle and interact with cats and kittens. Ability to help guide customers to the appropriate cat for adoption.

Tasks: Socializing cat and kittens, interacting with cats and kittens to enrich their environment and reduce stress. Guiding potential adopters to appropriate cats or kittens for adoption.

Training: One to two weeks learning how to best approach a cat, basic disease control in a shelter environment and stresses for cats and kittens.

Schedule: Any hours corresponding to business hour of the Shelter.

Photographer

Requirements: Ability to take pictures of animals and share those pictures for social media and adoption websites to promote the adoption of said animal.

Task: Take pictures of adoptable animals to be used in the promoting the adoption of the animal. Photos will be used on social media, adoption websites and saved within the animal's records for future marketing.

Training: One to two weeks learning how to read kennel cards to determine which animals are available for adoption and basic disease control in a shelter environment.

Schedule: Any hours corresponding to business hours; staff will be available to assist. Inventory changes daily, so a weekly or twice weekly commitment would be required for any long-term benefit.

Education Ambassador

Requirements: Any student with the ability to express the mission of the Shelter and promote the animals for adoption.

Tasks: Work with school staff to schedule an assembly with Shelter Staff promoting the Shelter as well as responsible pet ownership and animal safety. Create marketing tools (i.e. flyers, posters) to promote animals for adoption at the Shelter.

Training: One to two weeks familiarizing with the Shelter mission, adoption policy and procedures as well as animal safety and responsible pet ownership.

Schedule: No set schedule; work at your own pace. Any documents to be distributed to the public must be approved through the Volunteer Coordinator.



How to Become a Volunteer

Step 1: Fill out and submit your volunteer application. Applications can be turned in at our facility, uploaded and/or e-mailed to: petvolunteer@oakgov.com OR ulmansl@oakgov.com. If you hand deliver your application, please ask to speak to the Volunteer Coordinator as your orientation may be scheduled on site, otherwise contact will be made via phone and/or email.

Step 2: Attend your orientation date, sign forms:

- Essential Capabilities of Volunteers
- Rules for Volunteering
- Social Media Policy
- Support Agreement
- Waiver and Release of Liability

Step 3: You are ready to begin; remember to sign in when you get to the Shelter (sign-in sheet is located in the Volunteer Coordinator's Office). Grab a badge and a leash (if your a dog walker) and get going. Again, badges and leashes are located in the Volunteer Coordinator's office.

If you have any questions or just don't feel as if you are comfortable enough to do it on your own; Sandy, your Volunteer Coordinator, is always there to guide you.

Sandy Ulman (248) 858-1847
ulmansl@oakgov.com



Volunteer Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: Cell: _____ Home: _____ Email: _____

Birth month/day: _____ Are you under the age of 18? YES NO

If yes, name of parent/guardian who will consent, attend orientation and volunteer with you: _____

Shade in circle next to desired position

Dog Walker

Cat Comforter

Greeter

Education Ambassador

Community Representative

Photographer

Signature: _____ Date: _____

Parent/Guardian (if applicable): _____ Date: _____



Dear Potential Volunteer,

We appreciate your interest in volunteering at the Oakland County Animal Shelter & Pet Adoption Center.

We want your experience volunteering here at the Shelter to be a pleasant one; any suggestions or ideas please feel free to reach out to me.

Once we receive your application we will contact you by phone and/or e-mail to set up your volunteer orientation and answer any questions you may have.

I look forward to meeting you!

Sincerely,

Sandy Ulman,
Volunteer Coordinator
(248) 858-1847
ulmansl@oakgov.com

Please set up my volunteer orientation by (check one):

_____ **Phone** _____ **E-mail**

-- For Office Use Only:

This volunteer was contacted via _____ Phone _____ E-mail, on this date _____ by _____.

Notes: