

Animal Harbor Volunteer Opportunities

Training Provided

Cattery Care Taker

Help homeless cats. Every morning our cats need to be cared for and cleaned.

- **Responsibilities:** Feeding, Watering, Scooping cat boxes, Sweeping, Mopping, Laundry, Dishes, Taking out the trash, Setting up cages, Keeping an eye on the behavior and health of the cats.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A,B,C,&D finally there will be a quiz to graduate to a Green vest, and become an official Cattery Care Taker
- **Time Commitment:** At least one day per week for four hours (8-12 am).

Kennel Care Taker

Help homeless dogs. Every morning our dogs need to be cared for and cleaned.

- **Responsibilities:** Feeding, Watering, Walking Dogs, Scooping, Scrubbing, & Rinsing kennels, Laundry, Taking out the trash, Setting up Kennels, Keeping an eye on the health and behavior of the dogs.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A,B,C,&D finally there will be a quiz to graduate to a Green vest, and become an official Kennel Care Taker
- **Time Commitment:** At least one day per week for four hours (8-12 am).

"Catch-us-ups"

Do you want to help in any way you can? Want to see what happens on a daily basis at an animal shelter? Want to help, but aren't sure how yet? Then "Catch-us-ups" is the job for you.

- **Responsibilities:** Assist with shots, Clean crates, Laundry, Dishes, Clean Syringes, Help with daily tasks, Varies widely.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A,B,C,&D, finally there will be a quiz to graduate to a Green vest, and become an official Catch-Us-Up.
- **Time Commitment:** At least one day per week for 1 hour (Noon-5PM Tue-Fri, 10AM-4PM Sat)

Online Updater

Help us keep our pets updated online so possible adopters can see them.

- **Responsibilities:** Upload pictures, Update statuses, Select & Edit pictures and videos, Write animal descriptions.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets F,G,H&L finally there will be a quiz to graduate to a Blue vest, and become an official Online Updater
- **Time Commitment:** Can be done from your home computer at any time once you are trained.

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Animal Socializer

It can be really boring & scary being a cat at a shelter. But with just a few minutes of play you can turn their day around. Once they are happier & more relaxed it's much easier to get them adopted.

- **Responsibilities:** Brush, Cuddle, Train, Play, Make & Distribute enrichment, Reinforce good behavior, Clean up the animals area.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A&E finally there will be a quiz to graduate to a Green vest, and become an official Animal Socializer.
- **Time Commitment:** At least one day per week for 1 hour (Noon-5PM Tue-Fri, 10AM-4PM Sat)

Groomer

Help one of our pups get squeaky clean, it makes them feel & look better.

- **Responsibilities:** Bathe, Brush, Clean Ears, Trim nails.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A&D finally there will be a quiz to graduate to a Green vest, and become an official Groomer.
- **Time Commitment:** At least one day per week for 1 hour (Noon-5PM Tue-Fri, 10AM-4PM Sat)

Photographer

Help animals find homes by taking pictures that will stand out to potential adopters.

- **Responsibilities:** Take pictures & videos of our animals; Get them to us within 24hrs.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A&F finally there will be a quiz to graduate to a Green vest, and become an official Photographer.
- **Time Commitment:** At least one day per week for 1 hour (Noon-5PM Tue-Fri, 10AM-4PM Sat)

Tour Guide

If you are a people person, then help us reach out to the community.

- **Responsibilities:** Answer phones, Talk to clients, Show people around the shelter, Introduce animals that fit what possible adopters are looking for, Speak knowledgably about our animals, programs, & policies. Speak at community events about AH.
- **Training:** Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A,E,G,H,I &K, finally there will be a quiz to graduate to a Blue vest, and become an official Tour Guide.
- **Time Commitment:** At least one day per week for 1 hour (Noon-5PM Tue-Fri, 10AM-4PM Sat)

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Office Assistant

Help us: help adopters find pets, owners fix behavior problems, lost pets get returned and so much more.

- **Responsibilities:** Answer phones, Do adoption/ Intake/ Low Income Neuter paper work, Enter information into our computer system, check messages, organize paperwork & office, Update waitlist & wish list, Update lost & found board.
- **Training:** : Attend Volunteer Orientation. Training will begin with hands on instruction, followed by information from packets A,B,G,H,I,J &K finally there will be a quiz to graduate to a Blue vest, and become an official Office Assistant.
- **Time Commitment:** At least one day per week for 1 hour (Noon-5PM Tue-Fri, 10AM-4PM Sat)

Advertising

The more people we reach the more animals we save. You can help.

- **Responsibilities:** Make posters or flyers, hand out ads, talk to members of the community about AH, post on social media.
- **Training:** Training will begin with information from packets H&L finally there will be a quiz to graduate to a Blue vest, and become an official Advertiser.
- **Time Commitment:** Can be done in your own time once you are trained.

Skilled Volunteers Needed

Hidden Talent Harbor Hero

Are you talented? Are you a professional who wants to help? Are you a butcher, baker, candle stick maker? Any talents or resources that you possess and are willing to contribute to our cause, would be welcomed with open arms.

Events/Fundraising

Off-site events and fundraising are very important parts of our shelter operation. There are several community events throughout the year at which volunteers are an important part. Some, but not all ,of these fun events are Dogwood Festival, monthly sidewalk sale, roadblocks, silent auctions and many more. Talents needed are organization, planning, meetings, and procurement of items for sale or auction, and talking to people.

- **Responsibilities:** Plan & attend special events; Work AH booths at community events; Speak to donors; Help raise donations. Run fundraising activities like bake sales and carwashes, with proceeds going to help orphaned pets.
- **Time Commitment:** You will be contacted on an as needed basis

Landscape & Maintenance

Keeping our shelter clean looking professional helps potential adopters feel comfortable getting their pets from us.

- **Responsibilities:** Lawn care, Mowing, Repairs, Maintenance.
- **Time Commitment:** You will be contacted on an as needed basis

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Make & Donate

There are tons of projects that would really benefit our shelter, any talented & generous person could make (or buy) these things to improve the lives of our animals. Here is where you can find what we could need.

Pinterest board: pinterest.com/animalharbor/make-or-donate/ & **Amazon wish-list:** <http://dft.ba/-dU1T>

No Training Needed

Office Cleaning

Keeping our lobby clean and looking professional helps adopters feel confident getting their pets from us.

- **Responsibilities:** Sweeping, Mopping, Dusting, Cleaning bathrooms, Laundry, Dishes. Organizing the office.
- **Time Commitment:** At least one day per week for 2 hours (8-10 am).

Transportation

We need help getting our pets to and fro. From vet visits or special events.

- **Responsibilities:** Safely transport animals, generally for short distances.
- **Time Commitment:** You will be contacted on an as needed basis

Animal Harbor: 56 Nor-Nan Rd, Winchester Tn. **Call:** (931)9624472 **E-mail:** AnimalHarbor@gmail.com

Website: animalharbor.com **Fb:** Animal Harbor **Instagram:** AnimalHarbor **Twitter:** @AnimalHarbor **Tumblr:** Animal-Harbor **Pinterest:** Animal Harbor