



Volunteer Information

Thank you for your interest in becoming a volunteer for El Dorado County Animal Services. Each year our dedicated volunteers contribute thousands of hours of their time to help better the lives of shelter animals. The shelter animals and staff greatly appreciate all the efforts of our shelter volunteers. The following information is designed to help you decide how and if your interests and skills might fit in with our organization.

Commitment:

Before filling out an application please make sure you have availability to commit to at least 12 hours per month. Our volunteers operate on a **scheduled** basis in 3 time slots throughout the day – 8am-11am, 11am-2pm, and 2pm-5pm every day of the year. Volunteers are essential to the function and success of the shelter and the animals that we all care for. Therefore please make sure you are able to commit to at least one scheduled time slot per week.

Opportunities:

There are a variety of opportunities for volunteers at the shelter and you can commit to more than one. These are examples of the different duties.

- Canine Care – Dog walking, grooming/bathing, training, cleaning, assisting with adoption meet and greets.
- Feline Care – Cat socializing, grooming, cleaning, and assisting with adoption meet and greets.
- Office support – Assisting with paperwork, filing, organizing, stuffing envelopes.
- Laundry – Collecting dirty laundry, running laundry loads, folding/organizing, restocking blankets and towels throughout the shelter.

Guidelines:

Here are some basic volunteer guidelines to reference. Volunteers are required to sign a more in depth guideline and agreement upon completion of the volunteer orientation.

- Volunteers under the age of 18 must be accompanied by an adult at all times. The supervising adult must also undergo the volunteer process.
- All volunteers over the age of 18 must pass a live scan and complete a state required anti-harassment training within 30 days after starting their assignment.
- Volunteers are required to log in and out using our computer automated system during their shift.

- Volunteers are required to wear a Volunteer apron and communicate through a radio during their shift.
- Dress code consists of clothing, make-up, jewelry, and hairstyle that must be appropriate for working with or around animals. Long pants and closed-toed shoes are required. No shorts or sandals.
- Volunteers must understand that animals can be unpredictable and should always use their best judgement in working with them. If a volunteer is unsure of any behavior or situation they shall always ask a staff member. Safety is our top priority.

Process:

Please understand that the process for becoming a volunteer can be lengthy. The shelter does not have a volunteer coordinator and the shelter staff do their best to process applications and hold new volunteer orientations in a timely manner. These are the steps to get the process started.

1. Fill out an application.
2. Selected individuals meeting our criteria will be invited to attend a volunteer orientation.
3. Upon completion of orientation, volunteers will fill out and sign appropriate paperwork to continue the process.
4. New volunteers are then required to job shadow an experienced volunteer for two separate shifts before coming on their own.
5. New volunteer then commits to at least 1 shift per week.
6. Volunteers must complete a live scan and an anti-harassment training within 30 days of starting.

Ready to get started?

Please fill out the attached application and return to the shelter