



VOLUNTEER HANDBOOK

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Contents

INTRODUCTION	4
WHO ARE WE?	4
OUR VISION	5
OUR MISSION	5
OUR VALUES	5
VOLUNTEER POLICIES AND GUIDELINES	6
Qualifications.	6
Requirements.	6
Hours of Operation.	6
Time Commitment and Scheduling.	6
Sign In & Out.	6
Dress Code at the Rescue.	7
Accident Prevention and Safety.	7
Reporting an Accident or Incident.	7
Professional Conduct.	7
Harassment.	7
Drug and Alcohol Use.	7
Smoking.	7
Confidentiality.	8
Conflict Resolution and Communication.	8
Adoptions by Volunteers.	8
HEALTH, SAFETY, & DISEASE PREVENTION.	9
Disease & Prevention.	9
Signs of Illness.	9
VOLUNTEER OPPORTUNITIES.	10
DOG HANDLING AND CARE.	10
Approaching Dogs.	10
Volunteer Experience and Dog Ratings.	10
Dog Handling Procedures.	10
Dog Walking.	11
Play Yards.	11

Bites.....	12
Feeding.	12
CAT HANDLING AND CARE	13
Cat Cage Cleaning Procedures.....	13
OTHER VOLUNTEER OPPORTUNITIES	14
Pawsabilities Thrift Store.....	14
Fundraising.	14
Fostering.	14
Adoption counselor.	14
Home visit specialist.....	14
Favorite Furry Friend Program.	14
PetSmart Adoption Volunteer.....	14
Advocacy/Community Outreach.....	14
Kitty Lit/Books & Barks.....	14
FACILITY TASKS AND DESCRIPTIONS.....	15
Puppy Rooms - Morning	15
Laundry Room	15
Receptionist/Rescue Lobby and Hallways	15
Adoption Assistance.....	16
Outdoor Maintenance	16
General Maintenance.....	16

INTRODUCTION

Volunteering at an animal rescue is extremely rewarding, educational, exciting, and fun. Walking a dog, socializing a cat, providing a healthy shelter environment, or even giving an animal a bath or pat on the head, can have a huge impact on the lives of all of our shelter animals. You will be rewarded by experiencing how dogs and cats respond to the love they receive while they are at our rescue. In some cases, our animals were strays or abused; and this may be the first time they experience care and compassion.

Our volunteer program was created to best serve the animals in our care and the community. We thank you for choosing to participate in our program. As a volunteer, you are a valuable asset to our organization and to the many dogs and cats that need loving homes.

This handbook has been prepared for you as a reference. You will find information regarding the shelter's responsibilities and procedures as well as ideas on how to make your volunteer time with us safe, fun, and beneficial to all. Please read it carefully so you will be well equipped to answer questions from the public and provide quality care to the animals in our shelter. We hope that the time you spend here will be as rewarding to you as it is to the animals you care for.

We rely heavily on volunteer participation; as a result, we recognize the value of your time and thank you for giving your time as a volunteer to help change the life of an animal in need.

WHO ARE WE?

The Humane Society of York County (HSYC) is an independent local non-profit organization dedicated to the humane treatment of animals. We are located in Fort Mill, South Carolina, and serve the greater Charlotte region including York, Lancaster and Mecklenburg counties. We receive NO funding from the city, county or state; and we are not affiliated with or supported by the Humane Society of the United States, the ASPCA, or any other animal welfare organization.

The HSYC was founded in 1976 to help address the needs of an ever-growing animal population. Originally, all animals were cared for in the homes of dedicated volunteers. In 1999 we moved to a facility with the capacity to house over 90 cats and about 40 dogs. In 2011, we moved into our current location at 8177 Regent Parkway with increased capacity and an improved facility with fenced yards. We continue to have a small part-time staff, a Rescue Coordinator, and a group of wonderful volunteers that keep our Rescue and PAWSibilities Thrift Shop running.

OUR VISION

To help York County become a No-Kill community.

OUR MISSION

To find loving furever homes for dogs and cats.

To make sure York County, South Carolina, cats and dogs are treated in a humane manner, are rescued, and are placed in loving and forever homes by:

- ✓ Increasing dog and cat rescues and adoptions;
- ✓ Empowering the environment so pet owners are responsible and accountable for their actions;
- ✓ Supporting spay and neuter programs for community dogs and cats;
- ✓ Providing a Helping Hands Program to assist with critical treatment for dogs and cats in need;
- ✓ Championing community collaboration amongst rescues.

OUR VALUES

1. **Compassion:** treat people with dignity and kindness;
2. **Accountability:** do what you say you are going to do, be where you need to be, answer to whom you need to answer;
3. **United in purpose:** staff, board members, and volunteers united for the cause;
4. **Transparency:** be open about what you are doing;
5. **Inclusion:** provide opportunity to and value the input of diverse people;
6. **Integrity:** behave with principle and by these values even when no one is looking;
7. **Perseverance:** keep pushing and fighting for the cause;
8. **Security and Safety:** behave and work in a way to ensure there is no hazard for people or animals.

VOLUNTEER POLICIES AND GUIDELINES

In order for our rescue to operate smoothly and with the maximum benefit to the dogs, staff, and volunteers, the HSYC relies on its volunteers to follow established policies and guidelines. All volunteers are required to abide by the policies and guidelines detailed in this Volunteer Handbook.

Qualifications. Volunteers must be at least 16 years of age to work without parental supervision (18 or 21 for specified activities) and must enjoy working with and show a genuine concern for the welfare of animals. A willingness to work hard, get dirty, and pitch in wherever needed is appreciated. The ideal volunteer is self-motivated, mature, sensitive, dependable, and a team player. Volunteers who work in direct contact with animals must exhibit a willingness to learn about animals and how to properly interact with them.

Requirements. Volunteers must attend a New Volunteer Orientation before reporting to their first rescue assignment or rescue-sponsored event. Additional training is required for some activities. Volunteers must be in generally good health and be able to perform the tasks for which they are volunteering. Volunteers should check with their doctor if they have any health questions or concerns related to volunteering and working with animals. Each volunteer must complete a volunteer application and waiver. Parents must complete a waiver for each child under 18 years of age.

Hours of Operation. In addition to the hours open to the public, shelter staff and volunteers are at the shelter 365 days of the year from 8:30 am to 12 noon. (Morning hours may vary on major holidays.)

Rescue Adoption Hours (Open to the Public)

Monday, 1 pm - 4 pm

Tuesday, 1 pm –6 pm

Wednesday, Thursday, 1pm – 4 pm

Friday, 1pm –6 pm

Saturday, Sunday, 1pm – 4 pm

Time Commitment and Scheduling. Many of our volunteer activities do not require a prior commitment to sign up. However, we ask you to sign up to commit yourself to certain days/hours if you are able so that we know when we can count on you. Once you have agreed and committed to be available for a particular shift or rescue-sponsored event, we rely on you to be there. In the event that you are unable to show up for the shift or event, please contact the rescue/event organizer as soon as possible.

Sign In & Out. Please sign in each time you arrive at the facility to volunteer and sign out when you leave. We track volunteer hours for reporting purposes and also to know when a volunteer was on the premises. Wear your name tag whenever you are volunteering.

Dress Code at the Rescue. Wear casual clothing appropriate to the weather and your activities and non-skid, rubber-soled shoes. For safety reasons, do not wear open-toe or slip-on shoes (flip-flops, clogs, etc.). Do not wear loose clothing. Do not wear hoop earrings or long necklaces, as these can be caught by an animal's paw causing damage or injury to you or the animals you are handling.

Accident Prevention and Safety. The HSYC strives to provide a clean, safe, healthful, and hazard-free workplace. Accidents do happen, but with training, forethought, attention to detail, and personal responsibility for keeping areas hazard free, we can greatly reduce the number of accidents in our facility.

Accident prevention is everyone's job. If you see a safety hazard such as liquid on the floor, spilled food, or animals behaving in an aggressive or unusual manner, please address the problem or report it to a staff member immediately.

Reporting an Accident or Incident. Accidents, injuries, illnesses, and near-misses should be reported immediately to the Rescue Coordinator or other staff member whether they are related to an animal or not. An incident form must be filled out (animal or non-animal related). Basic first aid supplies are available in the rest rooms for scratches, cuts, etc.

Professional Conduct. When dealing with customers, fellow volunteers and staff, you must always be polite, courteous, and helpful. It is the policy of the HSYC that unlawful discrimination or harassment on the basis of race, religion, color, sex, sexual orientation, age, physical or mental disability, marital status, national origin, or any other status protected by law will not be tolerated. The HSYC is committed to a safe work environment free from all forms of violence. Acts of violence are strictly prohibited and will not be tolerated. When handling all animals, use the least amount of restraint necessary, and treat them with compassion and respect at all times.

Harassment. The HSYC maintains a policy forbidding harassment of volunteers whether by supervisory volunteers, fellow volunteers, or other individuals that a volunteer may come into contact with as part of their assigned task or event. Harassment is deemed to have occurred when the conduct interferes with the volunteer's performance at the assigned task or event or creates a hostile environment for the volunteer. Any volunteer who may experience such harassment should promptly notify the Volunteer Coordinator, Rescue Coordinator, or an executive board member in order that an investigation can take place and appropriate action taken.

Drug and Alcohol Use. Volunteers should not report to the facility or any rescue-sponsored event while under the influence of alcohol or illegal drugs. Volunteers should educate themselves about the effects of prescription and nonprescription medications which may impair the ability to perform volunteer work safely.

Smoking. To protect our volunteers, animals, and property, smoking is not allowed on the HSYC facility, buildings, when walking dogs or around the animals at any rescue-sponsored event.

Confidentiality. Any information pertaining to animal records including names, addresses, phone numbers, etc., of staff, volunteers, and customers, is confidential and should not be discussed with others nor removed from the rescue. All volunteers are expected to maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. This includes information that may involve board members, other volunteers, clients, sponsors and/or the overall business of the HSYC. Volunteers are prohibited from discussing with the media any information found in HSYC records. If you are contacted or approached by the media or someone requesting information, you should direct that person to the Rescue Coordinator or Board Chairman.

Conflict Resolution and Communication. The best way to handle any misunderstanding or concern related to the rescue, its volunteers, or operation is to communicate openly and honestly as soon as it happens. We have an open door policy for bringing volunteer concerns to the attention of the people who can best do something about them. **No executive member of HSYC is too busy to answer questions or address problems or concerns.** If you have questions or concerns, please bring them to us immediately so we can take appropriate and timely action if necessary.

Volunteers can stay abreast of events and opportunities by —liking and following the HSYC Facebook page. We also offer HSYC Volunteers and HSYC Fosters Facebook pages that are closed groups; simply ask to be invited to join so that you can post or read pertinent information and be part of ongoing discussions.

Adoptions by Volunteers. As you spend time with our dogs and cats, you may discover a furry friend to add to your family. Volunteers must follow the same policies and adoption procedures as any potential adopter. If an adoption should unfortunately not work out and an animal is returned to the rescue, we ask that the volunteer not participate in volunteer activities at the facility while the surrendered animal is in residence.

HEALTH, SAFETY, & DISEASE PREVENTION

Disease & Prevention. Humans can contract diseases from animals. The most effective means of preventing disease transmission is to:

- Wash your hands frequently with antibacterial soap, especially after handling animals and prior to eating or drinking.
- Wear gloves when cleaning (especially when cleaning up waste and litter) and/or when handling animals.
- Immediately disinfect scratches and bite wounds.
- Let your physician know that you work closely with shelter dogs.

Some of the illnesses that humans can catch from dogs include ringworm, external parasites (lice, mites, fleas), giardiasis (Beaver Fever), leptospirosis (Weil's Disease), Lyme Disease, nematode (worm) infections, rabies, and salmonellosis (salmonella). You should not let this list alarm you but rather remind you that you are volunteering in a hospital-like environment where these organisms often exist.

Just as you can catch illnesses from dogs, you can also unknowingly carry illnesses home to your pets. The most effective means of preventing the spread of illness to your pets (or from your pets to our rescue animals) is to:

- Make sure that your own animals have up-to-date vaccinations.
- Change your shelter clothes before socializing with your animals at home, and vice versa.
- Check the soles of your shoes before leaving the rescue to ensure you are not tracking feces into your car and home. Even better, designate a pair of shoes to be your "rescue shoes" and take them off before entering your home.
- Let your veterinarian know that you work with rescue dogs.

Signs of Illness. Maintaining the health of our animals and helping prevent the spread of disease is everyone's job. If a rescue dog or cat shows any signs of illness, read the kennel card to see if the symptom has already been noted and is being treated. If it has not, or if you notice that previously observed symptoms have gotten worse, immediately notify the Rescue Coordinator, Volunteer Coordinator or other Staff Member.

Watch for symptoms such as:

- Diarrhea/constipation
- Vomiting
- Eye discharge
- Nasal discharge
- Sneezing/coughing
- Loss of appetite, weight loss
- Lethargy (lack of energy)
- Dehydration
- Limp/abnormal gait or muscle control
- Excessive salivation
- Aggressive/unusual behavior

VOLUNTEER OPPORTUNITIES

DOG HANDLING AND CARE

Most volunteers in the rescue will be exposed to dogs and may have to handle a dog at some time, so you should know how to handle dogs safely. Every dog handler must participate in 1-on-1 dog walking training before working with dogs. You can schedule this training with designated experienced volunteers.

Approaching Dogs. While some of the dogs that come to our rescue will be happy-go-lucky and easy to manage, some will not be. Some may be terrified by their new surroundings, in pain from injuries or illness, or have issues from human abuse. Others may become stressed with their stay in the kennel environment. All of these issues can cause a dog to react negatively to you. Many times they are not noticeable until you actually place your hands on the dog. We ask that you approach every dog with caution and be aware that a dog's reaction to you can change in an instant.

Volunteer Experience and Dog Ratings. Before handling any dog, check the WALL BOARD in the large dog room to match your level of experience with dog ratings.

- **Beginners – Level 1 dogs ONLY (green dot on name tags)**
- **Intermediates – Levels 1 and 2 dogs (orange dot on name tags)**
- **Experienced – Levels 1, 2, and 3 dogs; ONLY experienced volunteers may walk Level 3 dogs (red dot on name tags)**

Assume you are a Level 1 volunteer until you are notified otherwise. After you have volunteered at least 20 hours handling dogs, contact a staff member or experienced volunteer to be approved for walking Level 2 dogs. After an additional 20 hours, contact a staff member or experienced volunteer to be approved for walking Level 3 dogs; you may be asked to complete another 1-on-1 dog walking training. Moving to a higher level is based not only on volunteer hours but also on proficiency and comfort in leashing, controlling, and handling dogs.

NEVER walk a dog that you feel is too strong, active, or difficult to handle for your capabilities or comfort level. Having logged 20 or 40 hours of volunteer time makes you ELIGIBLE to move to a higher level dog rating but does NOT require you to do so or automatically —promote you.

Dog Handling Procedures.

- Read the kennel card completely before handling any dog, and ask any questions about the information or the animal's personality and cautions if you are not sure or are uncomfortable with that dog.
- Do NOT handle any dog that you feel may be a threat to you or others, and bring your concerns to the Volunteer Coordinator or Staff Member.
- Be sure to acknowledge a dog before approaching or entering the kennel.
- Approach dogs slowly, calmly, and use a soothing voice; try not to tower over the dog.

- Ask or call for help if you feel you are at risk.
- If a dog is giving "unwelcoming" signals (stiff body or trembling, cowering, head low, a hard stare or wide eyes, growling, lunging, showing teeth, etc.) immediately stop what you are doing and back away.
- Keep in mind that some dogs give no signs of aggression before they bite.
- Do NOT turn your back on an angry dog; back away slowly instead.
- Keep all dogs on a leash or confined to a specific room/yard.
- If possible, do not walk dogs past each other if you are unsure of their reaction.
- If you think a dog is going to bite, try to put something between you and the dog such as a chair, fence, or even a jacket.
- Should a dogfight start while you are handling a dog, if possible and safe, try to separate the dogs by pulling with the leash. NEVER get between two or more fighting dogs or try to physically stop a fight if a dog is unleashed. Go and get help from the Volunteer Coordinator or Staff Member.

Dog Walking. Dog walking hours are from 8:30 am to 12 noon and 1 to 4 pm (or 6/7 pm) every day.

- Dogs are located on Side A and Side B in the Large Dog Room and in the Small Dog Room.
- Any restrictions on a dog's walk will be indicated on the kennel cards (staff only, post-surgery restrictions, etc.)
- Select an appropriate length/weight leash for the dogs you will be walking. Leashes are on the back wall in the Large Dog Room and on the door of the Small Dog Room.
- Use appropriately fitting martingale collar or harness for each dog.
- Write your name and date on the neon card so that staff and other walkers know who has the dog.
- Leashes should be placed on the dog while the dog is inside the kennel. Never have a dog come out of its kennel to place a leash on it.
- Encourage the dog to keep ~~four~~ on the floor or sit before putting the collar on. Ask for help if you are having difficulty getting a dog out of its kennel or handling the dog.
- Walk the dog quickly and calmly out of its kennel. Walk as close to the wall as possible, keeping the dog on a short leash.
- Dogs should be walked in surrounding areas that are designated during 1-on-1 dog walking training.
- Use plastic bags provided for picking up dog waste and dispose into blue dumpster.
- Remove collar or harness when returning the dog to his/her kennel.

Play Yards. You are encouraged to spend time socializing and playing with dogs in the play yards. Feel free to ask staff which dogs may need extra outdoor time.

- Dogs may be let off leash in the play yard unless otherwise indicated on their kennel card.
- Verify that a play yard is unoccupied before taking a dog outside.
- Dogs in the play yard should be supervised.
- Be sure to close AND secure all gates and doors as soon as you are through them, including dog kennels and outside gates.
- Compatible dogs will be indicated on a list. Check with staff for current list. NEVER put two dogs together that are not listed as compatible as it may result in a dog fight.

Walking and socializing dogs gives you an intimate view into the health and behavior of the dogs. Please share any changes in a dog's health or behavior that you notice with staff verbally or by emailing contact@humanesocietyofyorkcounty.org.

Bites. Dog bites do happen. As a volunteer in an animal rescue, you are at risk of being bitten. Volunteers should take every precaution to avoid and prevent dog bites. Preventing bites is not only important to your health and well-being, but to the dog's as well. **There is a difference between play-biting and aggressive biting.** Even so, every dog bite must be reported to staff as soon as it occurs.

If you are bitten while volunteering at the rescue, immediately secure the dog in the nearest empty kennel or room to prevent further injury or injuries to yourself and others, then call for the Volunteer Coordinator, Staff Member, or other volunteer. With the rescue person addressing the dog, wash the wound completely and thoroughly with antibacterial soap for at least five full minutes. If there is bleeding apply pressure to the wound. You will be asked to describe the circumstances of the bite and complete an incident report. Depending on the severity of the bite you will directed to see your doctor or go to the nearest medical clinic or emergency room. The situation will be evaluated by the Rescue point of contact to determine if further steps or actions need to be taken.

Feeding. All dogs are fed twice a day, immediately in the morning and in the afternoon. Unless otherwise directed, volunteers do not feed the dogs. Since you may be walking dogs during feeding time, be aware of food in a kennel as you return a dog to its kennel in case a dog is territorial. You may use small treats/kibble as rewards for good behavior during walks, but **do not overfeed**. Any medical or dietary restrictions will be indicated on a dog's kennel card.

CAT HANDLING AND CARE

Many volunteers at the Human Society may be exposed to cats and may have to handle a cat at some time. It is important that you know how to handle cats safely. While some of the cats that come to our rescue will be very friendly and easy to manage, some will not be. Some may be terrified by their new surroundings, in pain from injuries or illness, or have issues from human abuse. All of these issues can cause a cat to react negatively to you. Many times they are not noticeable until you actually place your hands on the cat or in its kennel area. We ask that you approach every cat with caution and be aware that a cat's reaction, just like a dog, can change in an instant.

Approaching Cats. Cat bites and scratches do happen. As a volunteer in an animal rescue, you are at risk of being bitten or scratched. Volunteers should take every precaution to avoid and prevent cat bites and scratches. Here are some precautions to use:

- Although most of our rescue cats are friendly and well socialized, it is important to take caution when interacting with any cat you are not familiar with.
- Do not attempt to handle a cat that has shown any aggression such hissing, swatting or biting. Report any bites or scratches immediately to the Rescue Coordinator, Volunteer Coordinator or Staff Member.

Morning:

- Feed and water ALL cats in building every morning.
- Clean cages using procedures listed below.
- Sweep and mop all cat rooms.
- Take all trash out to big blue dumpster.
- Replenish supplies for the next day (cat litter, blankets, scoops, fill cleaning bottles, fill cat food bins).

Afternoon:

- Refill food.
- Make sure all cats have water, clean out dirty bowls as needed and refill.
- Clean dirty cat boxes.
- Wash down doors and walls as needed.
- Brush off all carpeted cat towers.
- Sweep and mop all cat rooms.
- Tidy up room to keep it looking professional.
- LOVE ON THE CATS AND TALK WITH THEM!

Cat Cage Cleaning Procedures. Cat cage cleaning hours are from 8:30 am to 11 noon every day. Note: Pregnant women should not be cleaning litter pans.

- Working with the cats gives you an opportunity to distinguish changes in cats' health and behavior. Report any concerns such as personality change, loss of appetite, or medical condition (sneezing, skin condition, loss of hair or weight, throwing up) to staff member.
- Shadow a staff member as you learn the procedures of cleaning cat cages.

OTHER VOLUNTEER OPPORTUNITIES

Pawsabilities Thrift Store. Our second-hand store is behind Lowe's near Baxter. We need retail assistance, display, unpacking, assisting customers, etc. Contact the store directly; some additional training is involved. Volunteer for a minimum of 2 hours at a time, as many days per week as you wish.

Fundraising. Get involved in our fundraisers. Be on a committee for a specific event. Help with set-up or breakdown at events, coordinate, take dogs to events, provide baked goods, etc. Hold your own fundraiser. Get your place of business to have a fundraiser or get involved in an event. Follow our Facebook page for upcoming fundraising events.

Fostering. You can foster puppies, kittens, and adult dogs. Long-term and short-term fosters are needed. Puppies need 2-week fosters after their first shots. Animals coming from Animal Control put-to-sleep list need fosters. Stressed and special needs adult/senior dogs need fosters. We provide everything you need to foster—crates, food, leash and collar. A fostering class is required.

Adoption counselor. Assist potential adopters with dogs and/or cats during adoption hours. Share your knowledge of the animals, help the family select an appropriate pet. Additional training required.

Home visit specialist. Take dogs to potential adopters' homes to determine if the adoption is a good fit. Job shadowing with experienced volunteer required.

Favorite Furry Friend Program. After you have handled the animals for at least 20 hours, you can be eligible to participate in the furry friend program. Spend extra time socializing your favorite dog, teach them basic manners, take them for an outing at the River Walk or Starbucks. Have them overnight at your home for a holiday. Permission is required to take dogs off site; you must be 18 or have parent supervision.

PetSmart Adoption Volunteer. Every Saturday volunteers meet at the facility to take adoptable dogs to PetSmart in Pineville on South Boulevard from about 10:30 a.m. to 2 p.m. In addition, we are housing some of our cats at PetSmart and must feed and care for them in the morning and afternoon daily. Volunteers may sign up for days and times.

Advocacy/Community Outreach. Work with other rescues to educate the public and elected representatives about responsible pet ownership and humane treatment of animals.

Paws to Read. Children who love reading or who simply need practice reading may sit outside cages/kennels and read to cats and dogs every Thursday from 3:30 to 5 pm. Some books are available, but bring your own to ensure they are at the appropriate reading level. Groups and individuals are welcome. Adult supervision is required.

FACILITY TASKS AND DESCRIPTIONS

Puppy Rooms - Morning

- Clean all cages; put puppies in outdoor kennels or Path of Hope. You will need to coordinate yards and kennels with big dogs.
- Puppies can be walked by volunteers who have taken the one-on-one dog handling training.
- Spend time in the Path of Hope with puppies if you have not taken one-on-one dog handling training.
- Replenish toys, towels, and blankets in the room.
- Tidy the whole room so it looks professional.
- If a puppy soils its cage, put him/her in a holding cage and clean the cage.
- Sweep and mop.
- LOVE ON THE PUPPIES AND TALK WITH THEM.

Laundry Room

- Wash laundry using cold water, $\frac{3}{4}$ cup soap (or soap pod), and $\frac{1}{4}$ cup bleach.
- Put laundry into dryer with one dryer sheet per load. If laundry to be dried is backed up, stack clean wet laundry in baskets.
- Fold clean laundry and sort into separate stacks of washcloths, small towels, bath towels, blankets, fleece, sheets, dog/cat beds, and toys.
- Place clean, folded laundry in the following areas:
- Big dog room: large bath towels, blankets, sheets, rugs
- Puppy rooms: medium bath towels, large fleece, sheets
- All cat rooms: towels, smaller items, assorted fleece other than large fleece
- Back hallway towel rack: Wash cloths and hand towels
- Wash dog/cat bowls and stack to dry.

Receptionist/Rescue Lobby and Hallways

- Welcome guests and ask if you can help them. Find appropriate staff member to assist as needed.
- Unfold newspapers and stack them.
- Tidy reception desk, placing pens and paper pads in appropriate drawers.
- Clean laundry is usually placed on the chair in the lobby nearest the laundry room. Any time the chair is full, fold laundry and distribute as listed in Laundry Room Tasks.
- Sweep and mop floors.
- Place full trash bags in dumpster.
- Clean water fountains.

Adoption Assistance

- Greet potential adopters as they arrive. Find out what kind of animal they would like to add to their family, and help each family find an animal that fits their lifestyle. Ask several questions to help determine which animals would be a good fit.
 - What kind of lifestyle do you lead? (Active, sedentary, like to play, etc.)
 - Do you have children? Young children? Are they accustomed to being around animals?
 - How much time would the animal be home alone?
 - Do you have a fenced yard? If not, how will your animal get exercise?
 - Are you willing to train a dog?
 - Is this your first dog/cat?
 - Do you have other animals?
- After reviewing dog bios in the notebook, bring appropriate dog out of the kennel. Find an open yard to spend time with the animal.
- Discuss application and adoption procedures. Refer to staff member as needed.
- Throughout afternoon, take dogs out to potty as needed.

Outdoor Maintenance

- Pick up dog waste in Path of Hope, fenced yards, and walking area across the parking lot.
- Change dog waste bags in pails. Throw dirty bag in dumpster and replace with clean trash bags (double bag for durability).
- Wash water bowls or replace with new bowls and fill with water.
- Throw away dog toys that are beyond repair or appear dangerous as swallowing hazards.
- Put washable toys in the laundry.
- Replenish yard with new/clean toys.
- Hose down outdoor kennels at the end of day as needed. Use Odoban to clean surface at least twice a week.
- Unlock outdoor kennels in the morning and lock them at the end of the day.
- If you are a knowledgeable gardener, trim trees and shrubs and weed shrub/flower beds.
- Any time you are working in the yard, you are encouraged to have a dog out with you to keep you company!

General Maintenance

If you possess skills that would be useful for special projects, please email us at contact@humanesocietyofyorkcounty.org to inform our staff of your skill set. We are periodically in need of volunteers for kennel or fence repairs, electrical or plumbing assistance, and other maintenance tasks.