

Here are the types of jobs you can sign up to do!

I. SHELTER DUTIES

A. Work directly with animals

- walking dogs
- working in cat rooms
- grooming animals
- socialization

B. Office stuff

- data entry
- mailings
- filing

C. Odd jobs at the shelter

- laundry
- clean cages & pens
- carpentry
- garbage
- clean/change litter boxes
- maintenance of building & grounds
- clean office
- clean food bowls

II. FUNDRAISING

- Ad sponsors
- Dog Washes (need dog washers and people to run sign-in, sales)
- Helping Hands (teams of 3 will do manual labor for cash donations - raking leaves, cleaning houses/garages, outdoor decorations, odd jobs)
- Bake Sales (need people to bake and people to work the event)
- End-of-year activities/events (Paws with Claus photo op with Santa; Tree of Hope lighted Christmas Tree; "Don't Forget the Animals" coupon campaign; Holiday Cookie Trays - bakers and pick-up event workers)
- Community food events/chili supper, etc.
- Phone calling of volunteers/members
- Craft projects (making things needed by organization or for sale)
- Solicitations of prizes, goods, services

III. PUBLIC RELATIONS

- Special needs animal sponsors (help find donors to help defray costs)
- Create flyers (photocopying, lay-out, proofing)
- Distribute flyers
- Photographers (take pictures of pets for adoption, special events, etc.)
- Education programs (organize and/or present in schools, at shelter, etc.)
- Videographer
- Historian (clip articles, keep scrap book up-to-date, archives, etc.)
- Graphics (designing ads, flyers and other collateral materials)
- Writing (newsletters, thank you campaigns, lobbying campaigns)
- Web site
- Information booths/tables (at Fair, Balloon Fest, in businesses, at special events)
- Participation in parades

IV ANIMAL AFFAIRS

- Liaison with animal control
- Foster home
- Adoption Follow-Up
- Transportation of animals
- Cruelty Investigations
- Spay & Neuter Program