

Volunteer Expectations



List of Key Responsibilities:

- Assist OAHS staff with pet care & cleaning duties
- Animal socialization
- Building maintenance and lawn care
- Animal transportation
- Help with OAHS fundraising events
- Represent OAHS in a positive manner at all times

List of General Responsibilities:

- AM cat cleaning
 - Clean cat cages in lobby
 - Clean small animal cages in lobby
 - Wash cat dishes, litter boxes, and toys
 - Sweep and mop lobby area
 - Sweep and mop visiting room
 - Laundry
- AM dog cleaning
 - Walk dogs available/Supervise play in runs – Volunteers are responsible for removal of feces when walking/playing with dogs
 - Clean kennels
 - Laundry
- PM cat socialization
 - Play with/groom available cats
 - Clean visiting rooms after using them
- PM dog socialization
 - Walk/play with available dogs
 - Bathe/groom available dogs
- Building and yard maintenance
- Fundraising/community events
- Transport animals from other shelters to OAHS and transport OAHS animals to the vet

Skills, Knowledge and Attitude for Job:

- Basic understanding of animal handling and behavior interpretation
- Strict adherence to OAHS policies
- Independent worker who is able to prioritize work tasks
- Must demonstrate a low level of absenteeism and tardiness
- Ability to work once a month
- Highly motivated, out-going, polite, and professional manner
- Able to follow direction & report concerns/issues directly to staff



Volunteer Application

Thank you for wanting to volunteer at the Oconto Area Humane Society. Please fill out the below application and staff will process it and get back to you as soon as possible.

Date: _____

Full Legal Name: _____ Nickname: _____

Street Address: _____ City: _____ Zip: _____

Phone Number: _____ Date of Birth: _____ Current Age: _____

*Volunteers under the Age of 15 YEARS will be REQUIRED to have a PARENT/GUARDIAN FILL OUT A VOLUNTEER APPLICATION and accompany them while doing volunteer work for the shelter unless otherwise approved by the Director.

Emergency Contact: _____ Phone Number: _____

Please read and have an understanding of the key responsibilities of a volunteer as well as the skills, knowledge, and attitude of a volunteer.

OAHS asks that volunteers are able to work a minimum of once a month. If you are unable to do this please contact staff to discuss other options.

Volunteers are expected to update staff with any changes to the above information.

The animals are excited you want to help them and they hope to see you soon.

I agree to participate in the volunteer program activities with the Oconto Area Humane Society and Animal Shelter (OAHS). I have read and understand the key responsibilities of a volunteer as well as the skills, knowledge, and attitude of a volunteer. In the event of an emergency I hereby give permission to the physician sought by the OAHS to hospitalize and/or secure proper treatment. I hereby agree that the OAHS shall not be held responsible for injury, accident and/or sickness to myself and/or my child that may occur in connection with the volunteer program.

Volunteer Signature & Date

Parent/Guardian Signature if under 18 & Date

Approved/Disapproved

Date Contacted/Staff Initials: _____

Staff Comments: _____
