



ABANDONED PET RESCUE VOLUNTEER GUIDE

ABANDONED PET RESCUE (APR) HAS MYRIAD OF NEEDS AND VOLUNTEERING IS ENCOURAGED. IT TAKES TIME TO TRAIN VOLUNTEERS IN ANY ASPECT OF THE OPERATION SO IT IS IMPORTANT THAT YOU ARE WILLING TO MAKE A REAL COMMITMENT TO YOUR VOLUNTEER EFFORT.

BELOW YOU WILL FIND THE DIFFERENT JOB CATEGORIES THAT ARE AVAILABLE. IF YOU WOULD LIKE TO VOLUNTEER FOR ONE OF THESE POSITIONS PLEASE PRINT THE APPLICATION THAT YOU WILL FIND ON OUR WEBSITE, www.abandonedpetrescue.org UNDER VOLUNTEERING AND DELIVER IT TO THE SHELTER OR E-MAIL IT TO abandonedpetresc@aol.com.

IF YOU ARE UNDER 18 YEARS OF AGE, YOU MUST HAVE WRITTEN PARENTAL CONSENT.

VOLUNTEER CATEGORIES

DOG WALKERS

Walking dogs is the most popular volunteer job at the shelter. But it does require that you have a positive personality, that you have had previous interactions with dogs and must understand that many of the dogs in our shelter have been mistreated and need a very gentle hand. And you must be willing to sign a hold harmless agreement, understanding the risks you are taking by handling animals. Minimum age 16.

If you wish to be a dog walker we encourage you to sign up for at least one shift per week. Those shifts are Sunday, Monday and Thursday from 11:00 am to 1:00 pm and Tuesday and Thursday from 6:30 pm to 9:00 pm. **Two mandatory training sessions** are required. Book your appointment now.

CAT VISITORS

Coming to interact and play with our cats is needed greatly. Whether you choose to play, pet, brush, or just hang out in one of the cat rooms you must understand that cats are very independent but need the loving attention that you can provide. And you must be willing to sign a hold harmless agreement, understanding the risks you are taking by handling animals.

If you wish to be a cat visitor we encourage you to sign up for at least one shift per week. Those shifts are from Wednesday through Sunday from 12 Noon to 5:00 pm and Tuesday and Thursday from 6:30 pm to 9:00 pm.

GREETER

There is nothing more important than the front line, the first volunteer who meets visitors, whether it is in person, on the telephone or by e-mail. The Greeter position will handle all of these functions at the front desk. Because consistency is so important we hope that anyone who volunteers for this position will guarantee at least one shift day per week.

ROOM ATTENDANT

Showcasing our residents is one of the most important jobs at APR. To do that effectively we need people to stay in each room during visitor hours each day. They greet visitors, make sure that everything in the room is in proper order and make sure that the visitor has anything they need. They monitor the animals, pick up after the animals and make sure that the environment during visiting hours is positive, safe, and clean. Volunteers must be willing to sign a hold harmless agreement, understanding the risks being taken by handling animals.

HOUSEKEEPING

While APR employs full time staff to make sure the shelter is clean and safe for all of the animals the job can go much faster and be more efficient if we have volunteers who are willing to help. This is a 7 day a week need so if you are willing to do the job that most people won't, we would love to have you volunteer whenever you are able. The tasks include doing dishes and laundry, scooping litter boxes, sweeping, moping and more. And you must be willing to sign a hold harmless agreement, understanding the risks you are taking by handling animals.

EVENT VOLUNTEERS

APR does events nearly every week of the year. They include adoption events, awareness events, fundraising events and social events. Volunteers are needed at each and every event so if you are interested in volunteering at events we encourage you to make yourself available at least one day every month to perform the necessary tasks that are required to make an event successful.

EVENTS CO-ORDINATOR

This position requires excellent organizational skills. Someone who can handle inquiries about events, schedule the events and work with staff to make sure the events take place as planned. You may not need to attend the event but you must make sure that everyone is organized and has all the details so when the team arrives at the event there are no surprises.

SPOKESPERSON

Every APR event needs someone in attendance who is exceptionally briefed on all aspects of the operation. This job entails comprehensive education about the APR operation and all of its residents.

We would like you to agree to volunteer at least one day per month on a regular schedule so we can put a team together to be our spokespeople.

ANIMAL HANDLER

Animal Handlers are people who attend APR events to show-off the animals that we have on-site. You must be willing to study about the animals - to know their stories. (Of course the animal population is constantly changing). You must be given training in how to handle the animals in a public setting. And you must be willing to sign a hold harmless agreement, understanding the risks you are taking by handling animals.

EVENT BATHER-GROOMER

If you're willing to get your hands clean and the paws of the animals as well in preparation for their event visits, then this is the job for you. Grooming skills are a plus but not required.

EVENT ASSISTANT

Event assistants are needed at every event to handle set-up, break down, cleanup, and in some cases crowd control. You may be asked to be a server at a party, or asked to perform a million other tasks that could be related to any particular event.

We encourage you to sign up for at least one day per month.

TRANSPORT ASSISTANT

Most of our events are held at remote locations that require the transport of materials for our booth or set-up as well as the animals. Drivers are needed to go to the shelter, help load everything that is needed for the event, transport it to the event, unload and set up for the event and then break it all down and drive it back to the shelter. Our animals need a caring hand to transport them to and from the events. Some people are happy to perform this task along with the transport of the booth materials but some people are only interested in doing one or the other. So, please let us know what you are willing to do. We encourage you to sign up for at least one day per month.

ADOPTIONS

Those who volunteer to assist in the adoption process must be dedicated, knowledgeable and willing to work with all types of people who are considering adopting a pet.

ADOPTION COUNSELORS

The number of visitors to the shelter is growing by leaps and bounds as the word gets out about our wonderful adoptees. So it is now critical to get volunteers who will be able to sit with potential adopters walk them through the process, help them fill out paperwork and assess their ability to be parents.

This position absolutely requires the volunteer to go through training and to volunteer at least once per week. We must establish a Counseling team that can work together to handle the needs of our potential adopters.

ADOPTION FOLLOW-UP ASSISTANT

APR needs to spend more time following up on its adoptions. This volunteer position would require strong telephone and organization skills. The volunteers will call each adopter after they have taken their new pet home and conduct follow-up calls for a period of time thereafter to determine the satisfaction of the adopter and the health of the animal.

FUNDRAISING

The life blood of any charitable organization is its fundraising effort. APR is no different so we are need of a vast group of unique individuals who are willing to commit to the fundraising process.

FUND RAISING COMMITTEE CHAIR

The committee chair will oversee fundraising efforts, report to the Board of Directors on all efforts and work as a liaison to the Board. The Chair will also take on at least one aspect of the fundraising effort.

ITEM DONOR SOLICITOR

APR hold events throughout the year that include silent auctions and raffles. This volunteer position is for the person who is willing to go door to door and make phone calls to solicit items for donation that can be used for these events. Developing an on-going relationship with merchants and vendors is critical to the success of this volunteer position so it is necessary for volunteers to work year round.

RECURRING MONTHLY DONOR SOLICITOR

APR has many donors who make small regular contributions on a monthly basis but the organization needs more of these regular donors. This volunteer position will require telephone and one-on-one pitch skills to contact people to convince them to begin making or expanding their regular monthly donations. Again this is a year round position that requires several hours a week of dedicated effort.

ENDOWMENT SOLICITOR

APR goals include the creation on an endowment that will solidify its ability to stay viable for the long term future. The best way to accomplish this goal is to find a benefactor(s) who would be willing to make a significant contribution to the organization. Marketing skills, connection in the business community and to South Florida's social scene, are required for this position. Remember that your volunteer efforts could mean the permanent future for APR.

LARGE ONE TIME CONTRIBUTION SOLICITOR

This position requires a willingness of an individual to research the affluent in the community and their love for animals and make contact with them to offer an opportunity for financial participation to the organization. This position will also require the interaction with local attorneys and law firms who develop on-going relationships to offer APR as an option for will donations by those who choose to make charitable contributions on their death.

RECURRING LARGE CONTRIBUTION SOLICITOR

This position requires a willingness of an individual to research the affluent in the community and their love for animals and make contact with them to offer an opportunity for financial participation to the organization.

CORPORATE PRODUCTS SOLICITOR

Most larger corporations make their decisions about product donations at the corporate level. This volunteer position is designed to identify the companies that make products and offer services that could benefit APR and to work to develop on-going relationships with these companies to get them to donate to APR.

CONNECTION – IN HOUSE FUNDING ORGANIZER

Many companies are willing to make donations, offer opportunities for promotion and more of organizations their employees support. For example: a local Walgreens has allowed APR to set-up a fundraising table in its store one day in a month to help the organization raise money. Another example: many large corporate financial institutions will provide matching grants to employees who make their own contributions to an organization. This volunteer position will require contacting our database members on a regular basis to encourage them to learn about what opportunities their employers offer as incentives in this arena and to help them coordinate any effort to raise money for APR.

VOLUNTEER COMMITTEE CHAIR

Coordinating and scheduling volunteers needs the help of a committee chair. Keep up to date with the latest volunteer job responsibilities is also a critical factor. The Volunteer Committee chair would work with the APR Board of Directors on all aspects of this position.

VOLUNTEER COMMITTEE

Working on a regular basis with the committee chair is necessary to cover all of the shifts and positions that we need. This is also a marketing position to help reach out to new volunteers.

GRANT WRITER/PRIVATE FOUNDATION/RESEARCHER

Every successful charitable organization depends on grant money to keep its efforts on-going. This position will require the ability to research grant opportunities and donation opportunities from private foundations, to write and submit grant applications and conduct whatever necessary follow-up is required by the grantor. This position is on-going and will require an annual commitment from volunteers.

MARKETING AND PUBLIC RELATIONS

Members of the marketing and public relations committee work on specific efforts to promote the organization. From brochures to media relations volunteering for this committee is a regular commitment to APR.

SOCIAL MEDIA COMMITTEE

Social Media has becoming the backbone of marketing efforts worldwide. Volunteers are needed who are willing to stay on top of the Social Media world and use the resources available to present APR's story on a daily basis.

PR PHOTOGRAPHER - STORY TELLER

Getting the word out about APR to the community on a regular basis is a key of the marketing and public relations strategy we employ. This position is for a volunteer who has good writing and photographic skills and is willing to spend one day a week at the shelter gathering interesting stories about the animals and the environs. Then the material they gather can be placed into social media and the APR web site.

SPEAKERS BUREAU SPEAKER

From time to time APR receives requests from organizations to send someone to speak about the organization and its no-kill efforts. This volunteer position requires a person who is willing to spend the time necessary to become educated about all aspects of the shelter, has a flexible schedule to allow for requested speech times, and in some cases be capable of handling an animal that may travel with the speaker to the event.

GRAPHIC DESIGNER

We need the talents of someone who can create advertising and publicity materials for events throughout the year. We need someone who can help us create new and expanded logos. We need someone who is willing to put their artistic skills to the test to develop the most cutting edge materials used in the marketplace today. If you're that creative-force, then please volunteer.

DATABASE MANAGER

If you are an IT professional who is capable or helping us manage our database and to use its to its full marketing potential, then step up to the plate. Your computer and development skills will be a critical asset to an organization that basis many of its fundraising efforts on database materials.

NEWSLETTER EDITOR

If you have a taste for journalism and a love for graphic arts along with computer skills then you are the person we are looking for to compile content and build APR's monthly newsletter.

NO MATTER WHAT TYPE OF EFFORT YOU WOULD LIKE TO EXPEND ON BEHALF OF ABANDONED PET RESCUE WE WILL BE GRATEFUL FOR YOUR ASSISTANCE. BUT REMEMBER THAT WE ARE CARING FOR ABANDONED ANIMALS WHO NEED THE UTMOST OF CARE. PLEASE PICK YOUR VOLUNTEER SPECIALTY AND LET US KNOW WHEN YOU ARE READY TO BEGIN VOLUNTEERING.

THANKS TO PEOPLE LIKE YOU ABANDONED PET RESCUE CAN CONTINUE TO GROW TO SERVE THE NEEDS OF OUR COMMUNITY.

Come visit us at the Shelter

1137 NE 9th Avenue

Fort Lauderdale, FL 33304

(954) 728-9010

www.AbandonedPetRescue.org

Open: Wednesday through Monday

12 Noon to 5:00PM

