

Volunteer Mentoring Check List

Dogs

Tour of shelter

- Lobby
- How to get keys
- Signing in
- Leash room
- Kennels
- Play yards
- Sally Port
- Where to walk dogs

Leash room

- How to select a leash and harness (if needed)
- Go over how to use the white board
- Go over chain of custody for court case dogs (if needed)

Collar color coding system and kennel cards

- Green: easy, new volunteers
- Orange: not as easy to handle, need to take an assessment class
- Purple: hard to handle, may have special needs, need to be assessed by staff
- Assessment criteria available from volunteer manager

Taking a dog out of the kennel

- How to enter and exit kennels appropriately (front versus back)
- How to leash/harness a dog
- Flow through kennels
 - Avoiding other dogs
 - Avoiding areas being cleaned

Where to take dogs

- Walking around the shelter campus
- Walking offsite
- Going to the play yards
- How much time to spend with dogs

How to put a dog back in its kennel

- Unleashing
- Making sure kennel is latched
- Locking the kennel
- Filling out enrichment card
- Leave blanket alone, unless wet or dirty

Dog Enrichment

- Toys in the yards
- Kongs in the kennels
- Treats

Finishing volunteer shift

- Signing out
- Returning key

Volunteer Mentoring Check List

Cats

- Signing in/out
- Kennel card review
- Green level: friendly
- Purple level: scared/shy/aggressive/hisses/growls/swipes

Lobby

- Kittens
- How to unlock the kennels
- Supplies
- How to interact with the kittens
 - Safety: dogs and people entering the lobby
 - Don't put kittens on the floor
 - Treats and water only—don't add food

Cat Room 2

- Adult cats (sometimes kittens)
- Supply cabinet
- Toys
- Carriers
- How to interact with the adult cats
 - Enrichment cards
 - Safety: people entering the cat room
 - Don't put cats on the floor
 - Treats and water only—don't add food
 - Carriers in the sally port and/or cat room
 - How to put cats in and take cats out the cattery

Laundry

Washer

- Take laundry from the bottom of the bins
- Laundry left for days can get maggots and mold
- Start the washer

Dryer

- Move the laundry to the dryer
- Start the dryer

Folding and Putting Away Laundry

- Towels
- Blankets
- Beds