

VOLUNTEER POSITIONS

Commitment Levels

Please keep in mind that KHS depends on our volunteers to perform many necessary duties both in and out of the shelter. Some positions require a high level of commitment, whereas other positions can be filled on a more flexible basis. The volunteer positions described below have been classified according to their required commitment level.

- *High Commitment Level:* These volunteers need to work the same shift (day and time) each week. We need to be able to rely on you to regularly cover your shift.
- *Flexible Commitment Level:* The hours for these assignments can vary from week to week, or may be scheduled as needed for events, etc. These jobs are a good fit for someone with very limited time to give to KHS, or for someone whose work schedule varies from week to week.

Training Required

Some volunteer positions need additional training beyond the initial training classes provided for new volunteers. Other positions are “entry” level and can be done by relatively new volunteers. As a reminder, all volunteers are required to attend training classes when initially becoming a volunteer more information regarding this classes is provided above in the “General Animal Handling” section under Guidelines and Procedures. Entry level positions are indicated in the list below.

Priority Assignments

Some volunteer positions need to take priority over others when it comes to filling the shifts for these positions. When volunteers are scheduling themselves for their volunteer shifts, they need to fill priority assignments before signing up for assignments that are lower priority. Priority assignments are indicated in the list of the volunteer positions described below.

Position Descriptions

The following are brief position descriptions for some of Kitsap Humane Society volunteer opportunities. To view any requirements that a volunteer must meet before filling a position, please email the Volunteer Coordinator. **The commitment level required of each volunteer position is indicated below (“HIGH” or “FLEXIBLE”), as are the assignments which should be filled before other assignments (“PRIORITY”). Entry level (“ENTRY”) is indicated as well.**

- **Dog Walker:** Dog Walkers take the dogs housed in our Main Kennel for potty breaks and walks along our walking trails. Dog walkers are responsible for cleaning up after the dogs during the walk, and cleaning feces or urine out of their kennels. HIGH, PRIORITY, ENTRY

- **Small Dog Walking & Socialization:** Small Dog Walkers take the dogs housed in our Small Dog Room and Puppy Room for potty breaks and walks along our walking trails. Small Dog walkers are responsible for cleaning up after the dogs during the walk, and cleaning feces or urine out of their kennels. HIGH, PRIORITY, ENTRY
- **Relaxation Facilitation:** Relaxation Facilitators give dogs breaks from the noisy, stressful shelter environment by spending quiet time with them in our "Real Room" or in one of our fenced grassy areas. FLEXIBLE, PRIORITY
- **Cat Socialization:** Cat Socializers provide the cats housed in our Cattery with love and attention by petting them, playing with them, brushing them and giving them treats. FLEXIBLE, ENTRY
- **Feline Assessment:** Feline Assessors evaluate the behavior of each cat using a specific set of actions. Based on the results of this assessment process, our staff can determine what home environment would best fit the needs of each cat. HIGH
- **Adoption Counselor:** Adoption Counselors meet with prospective adopters to help them find a pet that will be a good fit for their home and lifestyle. The goal of Adoptions Counselors is to find our adoptable pets life-long homes, and to educate adopters and potential adopters. HIGH
- **Adoption Outreach:** Adoption Outreach volunteers help at any one of our many off-site adoption events. This may include adoption counseling, dog walking, cleaning cat kennels, transporting animals between the shelter and the adoption site, and adoption processing. HIGH
- **Dog Kennel Cleaning Assistance:** Dog Kennel Cleaning Assistants help KHS staff deep-clean the dog kennels in our shelter during our morning cleaning hours of 9am-11:30am, so that the kennels will be fresh and clean when potential adopters arrive at 12pm, and our shelter dogs can enjoy clean living spaces. HIGH
- **Cat Room Cleaning Assistance:** Cat Kennel Cleaning Assistants help KHS staff deep-clean the Cattery kennels during our morning cleaning hours of 9am-11:30am, so that the kennels will be fresh and clean when potential adopters arrive at 12pm, and our shelter cats can enjoy clean living spaces. As they gain experience, Cat Kennel Cleaning Assistants may also be asked to help clean other feline holding areas such as our Feline Assessment room. HIGH, PRIORITY
- **Animal Transport:** Animal Transport volunteers drive shelter animals to and from a variety of places in Kitsap County and beyond, for a variety of reasons. This can include transporting animals to grooming appointments, off-site training sessions, rehabilitation/physical therapy, and remote adoption sites. Animal Transport volunteers typically have the option to use a shelter vehicle when transporting animals. FLEXIBLE
- **Rescue Me Transfer Team:** Transfer volunteers may fill a variety of positions related to transferring at-risk animals to KHS, including driving the animals from other facilities to our shelter, greeting and unloading the transfer animals when they arrive, transporting animals to rescue organizations and inputting the transfer animal's information into our shelter database. FLEXIBLE, PRIORITY

- **Laundry/Dishes/Cleaning Crates:** Due to the large number of animals moving through our shelter, we create a large number of dirty dishes, laundry and crates/carriers every day. In order to have enough clean supplies for the animals, it is essential that volunteers help by washing dirty dishes and laundry, and by cleaning dirty crates. FLEXIBLE, PRIORITY, ENTRY
- **Photo Team:** The Photo Team is responsible for helping photographers take attractive, appealing photos of our adoptable animals so that we can utilize these photos on our website, Petfinder, social media, and in advertisements. These photos not only help the animals get adopted more quickly, we can also use the photos as part of our fundraising campaigns. The Photo Team consists of trained cat socializers or dog walkers who handle the animals while the photographers take photos. PRIORITY, ENTRY
- **Customer Service Assistant:** Customer Service Assistants assist Customer Service staff in a number of ways, such as helping by answering customer questions, answering phone calls, setting up adoption counsels, assembling adoption packets, and restocking the customer service area. HIGH
- **Transfer Data Entry Assistant:** Transfer Data Entry Assistants help our Transfer Team and Customer Service staff by entering vaccination records into the shelter database, printing kennel cards for transfer animals, assisting with the "Rescue Transfer In" paperwork in the shelter database before transfer animals arrive, coordinating kennel assignments, and hanging kennel cards. FLEXIBLE, PRIORITY
- **Special Events Volunteer:** KHS hosts a variety of Special Events each year including Animal Krackers (auction), PetsWALK (walk-a-thon), Fore the Animals (golf tournament), and a variety of smaller events including parades. Special Event volunteers can fill any number of roles at these events, including manning information booths, event set-up/tear-down, walking in parades, and filling a variety of other important assignments that are needed to make the Special Event a success. FLEXIBLE, ENTRY
- **Vet Services Assistant:** Vet Services Assistants provide much-needed help for our busy Vet Services department by completing tasks such as cleaning isolation and recovery kennels, providing supportive care/treatment for sick and injured animals, scrubbing surgical instruments and wrapping surgical packs HIGH