



## VOLUNTEER OPPORTUNITIES

Guided by experienced volunteers, you learn and use sheltering best practices to enhance the quality of care provided to both animals and potential adopters.

*Rescue Volunteer Opportunities include both on-site and remote opportunities:*

### **Shelter Aide:**

Duties include feeding and caring for animals housed at the rescue in Washburn, WI. There are two shifts daily beginning at approximately 9:00 am and 3:00 pm. Volunteers feed the animals, clean kennels, medicate animals as allowed, restock food and bedding, and assist in other cleaning tasks as needed. Socializing animals is also recommended. A task checklist can be found in the HPPR building.

### **Animal Socializers:**

Responsibilities are to provide affection and stimulation to those animals housed at the rescue in Washburn, WI. Volunteers pet, hold, play with, and groom our resident animals, and provide valuable insight into each animal's personality and emotional needs.

### **Social Media Coordinator:**

Duties include helping to spread the word via social media about the good work being done by Helping PAWS. This may include posting information to our website, Facebook, and/or Instagram. These volunteers share posts about our available animals, upcoming events, volunteer needs, and adoption stories and updates. Just a few minutes daily can help an animal find its forever home!

### **Pet of the Week Volunteer:**

This volunteer shares a Pet of the Week with participating local newspapers.

### **Photography Volunteer:**

Duties include taking beautiful portraits of available animals to be used on the website and social media. These photos are vital as they help animals find a home!

### **Applicant Coordinator:**

This is quite possibly the most important volunteer function. Duties include helping to review adoption and foster home applications, verifying references, and assessing the suitability of potential homes.

### **Adoption Coordinator:**

Responsibilities include scheduling the "meet and greet" with approved adoptive or foster applicants, evaluating the suitability of the potential pairing, and assisting with the completion of the adoptive or foster process.

**Adoption Historian:**

Duties include following up with foster and adoptive families to obtain new photos and biographical information, sharing information on HPPR's social media accounts, and regularly posting foster family updates and adoption success stories.

**Outreach Coordinator:**

Responsibilities include creating and expanding partnerships with local businesses to enhance HPPR's profile in the community. Giving presentations to local organizations that inform them of our various programs and how they can get involved. Recruiting additional volunteers.

**Record Keeping and Office Assistant:**

Duties include helping to maintain our files, update our mailing lists, record declined applications, and keep current lists of available animals. It would also include helping to report to national databases, grantors, etc.

**Events/Fundraising Coordinator:**

Functions include planning and orchestrating HPPR events, such as tabling at a local event, organizing an adoption event, or holding a fundraiser. The volunteer coordinator creates an action plan for the event, handles public outreach and advertising, and recruits other volunteers to help.

**Finance Manager:**

Duties include helping to monitor the financial health of the organization. These volunteers track finances, produce financial reports, and develop strategies and plans for the long-term financial goals of the organization.

**On-Line Auction Volunteer:**

Helping PAWS Pet Rescue participates in an online auction. Duties include maintaining Helping PAWS Pet Rescue's online auction including curating and posting items.

**Medical Care Coordinator:**

Dr. Gretchen Gerber fills this roll as the veterinarian at CCPH where the rescue is housed.

**CAT: Cat Action Team - Helping Communities Volunteer:**

These people help implement our Trap-Neuter-Return (TNR) program. Responsibilities include answering inquiries, evaluating on-site conditions, working with landowners to trap the community cats and transport them to CCPH for their spay/neuter, caring for the cats post-surgery, and educating the community.

**Equine Rescue Volunteers:**

Responsibilities include helping to provide quality care and placement for horses in need. Dr. Richard Bowman and Dr. Lynn Hovda, who serve on the Board of Directors for Helping PAWS Pet Rescue, fill this role.