



Volunteer Positions

SHELTER HOURS: MONDAY - FRIDAY 10:00 AM - 5:00 PM; SATURDAY 10:00 AM - 4:00 PM; CLOSED ON SUNDAY. NOTE: All Volunteers MUST BE out of the building by the times shown above.

Dog Walker

Basic Duties: Walk, brush, and exercise, our adoptable dogs. Update personality traits for the dogs you spend time with.

Requirements: Must be 18 years or older. Volunteers aged 8-17 are welcome with a parent or guardian, however, a parent MUST be in control of the dog and leash. At **no time** will anyone under 18 be allowed to hold the leash until the dog is secured in a latched pen.

Commitment: 3 month mandatory commitment. No set schedule.

Greeter

Basic Duties: Greeting visitors, giving tours of the shelter, showing adoptable animals and/or assisting in locating a lost pet.

Requirements: Greeters under 18 must be with a parent or guardian until staff deems an appropriate level of responsibility has been achieved, and greeter can properly represent our shelter.

Commitment: (This is a scheduled position) 3 month mandatory commitment. Must be able to work one 2-3 hour shift a week per week.

Community Representative

Basic Duties: Work in their communities to help spread awareness of our shelter, increase awareness of our facility and work to assist the animals as needed through your connections. Network and build relationships with vets, groomers, animal advocates and pet stores.

Hang flyers, pass out brochures and assist with networking lost pets in your area.

Requirements: Perfect position for families and groups; anyone can take part.

Commitment: 3 month minimum mandatory commitment. No set schedule; work at your own pace and availability.

Cat Comforter

Basic Duties: Spending time petting and brushing our adoptable cats. Update personality traits for the cats you spend time with.

Requirements: Ages 8 - 18. Volunteers ages 8-17 are welcome with a parent or guardian. Teens aged 16 & 17 can work alone once they have demonstrated an understanding of our procedures and show responsible interaction with our cats. **Commitment:** 3 month mandatory commitment. No set schedule.

Education Ambassador

Basic Duties: Work with your school to promote responsible pet ownership by asking school administrators for permission for our staff to come for an assembly and to post flyers in your school or classroom.

Requirements: Any current student grades K-12.

Commitment: No mandatory commitment or schedule. Just dedicated students who want to help the animal community.

Photographer

Basic Duties: Take still photos of the animals inside and outside of facility. Action photos of the dogs running/playing in the large pens outside.

Requirements: Must be 18 years or older. Must be comfortable working with all the animals in our shelter, including Rescue Only dogs. Have own camera.

Commitment: (This is a scheduled position) 3 month minimum mandatory commitment. Must be able to work one 2-3 hour shift per week.

How to Become a Volunteer

Step 1: Fill out and submit your volunteer application. Applications can be turned in at our facility (1200 N. Telegraph Rd. Bldg. 42 East, Pontiac MI 48341), uploaded and/or e-mailed to: petvolunteer@oakgov.com. Please note, **ANYONE** under 18 must have a parent submit an application, attend an orientation, and volunteer with their child.

Step 2: Review the Volunteer Waiver (all volunteers will be given one at orientation)

Step 3: Attend your orientation date

Step 4: Volunteers 18 and over will receive a badge requisition form to obtain a photo ID badge from 1 Public Works Drive, Waterford, MI 48328.

Step 5: Once you have obtained your Volunteer Badge, you may begin Volunteering!

**Thank you for your interest in our volunteer program!
If you have questions before applying or during the process, do not hesitate to contact our Volunteer Coordinator, Sandy Ulman at 248-858-1847 or E-mail: petvolunteer@oakgov.com.**



Volunteer Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: Cell: _____ Home: _____ Email: _____

Birth month/day: _____ Are you under the age of 18? YES NO

If yes, name of parent/guardian who will consent, attend orientation and volunteer with you: _____

Shade in circle next to desired position

- Dog Walker
- Cat Comforter
- Greeter*
- Education Ambassador
- Community Representative
- Photographer*

*** The positions listed above with an asterisk (*) is a scheduled position. This means that in addition to the 3 month commitment, you will be assigned a schedule. Once assigned a shift, you will be responsible for fulfilling that shift or assist staff in finding a replacement.**

Volunteer Commitment

Because training a volunteer takes both time and money, we require our volunteers to make a minimum 3 month commitment. This commitment is also to the animals at our shelter; they love seeing you over and over, and your commitment helps them develop trust and build bonds so they can transition into their forever home.

If you are in agreement to the terms of our volunteer commitment, please sign below.

Signature: _____ Date: _____

Parent/Guardian (if applicable): _____ Date: _____

******PLEASE REVIEW THE WAIVER PRIOR TO ATTENDING YOUR SCHEDULED ORIENTATION. PARTICIPANTS WILL BE GIVEN ONE AT ORIENTATION******



Dear Potential Volunteer,

We appreciate your interest in volunteering at the Oakland County Animal Control & Pet Adoption Center. Please take a moment to review our listed volunteer positions and shade in the circle next to your desired position(s). Please keep in mind the requirements and commitment level for each position).

Once we receive your application we will contact you by phone and/or e-mail to set up your volunteer orientation and answer any questions you may have.

We look forward to meeting you!

Please set up my volunteer orientation by (check one):

_____ **Phone** _____ **E-mail**

For Office Use Only:

This volunteer was contacted via _____ Phone _____ E-mail, on this date _____ by _____.

Notes: