

Valencia Animal Shelter Volunteer Opportunities

VCAC has a variety of volunteer opportunities available. If you are interested in becoming a shelter volunteer please feel free to fill out our online application and plan to attend a Volunteer Orientation. For times and dates of Volunteer Orientation, please call (505)-866-2479, ext. 3.

- **Front office Assistance:** To qualify as a front office assistant, volunteers must be able to interact well with people, to make decisions, and to handle several tasks at one time. Volunteers will respond to telephone inquiries, explain adoption procedures, match lost/found reports, and sell dog licenses and litter permits. As well volunteers will do data entry, filing old adoption contracts, and help with statistics (excel program).

Volunteers do not handle cash transactions or approve adoptions unless they have been trained to do so. Because of the extensive training involved, front office volunteers must commit to a weekly schedule. Training will be provided by Office manager.

- **Intake office Assistance:** To qualify as an intake office assistant, volunteers must be able to interact well with people, excellent on computers, and able to handle several tasks at one time. Volunteers will respond to phone inquiries, explain reclaim procedures, and explain cat trap rentals.

Volunteers do not handle cash transactions or approve reclaims unless they have been trained to do so. Because of the extensive training involved, intake office assistant must commit to a weekly schedule. Training will be provided by the Intake manager.

- **Offsite Adoption Clinics:** To qualify for the offsite adoption clinic, volunteers must be able to interact well with people, to make decisions, and to handle several tasks at one time. Volunteers will assist with loading the adoption van, explain adoption procedures to potential adopters, and collect donations given at the event (i.e. cash, dog/cat food).

Volunteers are scheduled to work based upon the needs of the VC Adoption Clinic and are expected to adhere to a designated work schedule.

- **Dog Walkers:** Dog walkers must control dogs so that they do not jump on people or other dogs, and at no time, are dogs allowed off the leash, unless they are put in the play kennels. Dog walkers are also encouraged to teach shelter dogs the basic commands: sit, shake, and stay.

- **Kennel Work:** Many volunteers want to interact with the animals. Kennel volunteers perform a wide variety of tasks, ranging from cleaning kennel runs and cat cages, feeding the dogs, grooming the dogs, and laundry chores. Training will be provided by the Kennel Manager.

Volunteers are schedule to work based upon the needs of the VC Animal Shelter and are expected to adhere to a designated work schedule.