

Volunteer Job Descriptions

Animal Transport: Our animals have places to go and we need volunteers to help get them there. Whether it's to go to the vet, one of our offsite adoption centers, or to its forever home, we need a lot of help to get our animals to the places they need to be. Your services may be requested on short notice.

A reliable vehicle is needed for this position and the general time it takes is usually a ½ hour to an hour and half. We recommend using a sheet or blanket to protect the car's interior

Cat Care Takers: (at the shelter or at offsite adoption centers)

Are you a cat person? Would you like to get to know each of our cats individually? Then this position is right up your alley! While it is not the most glamorous job, it is definitely very rewarding. In this position you will help to feed and clean our cat cages, do laundry and also administer any medication that is needed. This job is a lot of work that we take seriously, but we also have fun and make new friends. We have two different shifts for our cats – daytime and evenings. Offsite locations that need help are Petco Christiana, Petco Kirkwood Hwy and PetSmart in Glen Mills, PA. At offsite locations you will also be trained to show and promote cats for adoption while you are there.

Daytime cat care usually takes 3 to 4 hours and night time cat care takes approximately 2 hours

Cat Cuddlers: Cats do not always get adopted quickly because there are so many homeless cats. This position is good for a younger person or a senior. You would come in and brush, play with, pet and/or hold cats that have been here a while and get lonely.

*** Cat cuddlers can come for 1 hour or more each day***

Dog Care Takers: Are you a dog person? If so, then this is the position for you. We generally have up to 30 dogs at our Shelter, and they love when our dog care takers come to take them for nice walks. We are conveniently located across the street from Canby Park, where the dogs love to go. We also ask that you do laundry, empty trash and sweep & mop dog area. Jobs are divided by shifts. Don't forget to scoop the poop on walks! We have 6 different shifts to walk our dogs. They are 8 am, 10 am, 12 pm, 3pm, 6pm, and 7:30pm. ***This position takes about two hours or more***

Foster Care for cats/kittens or puppies/dogs: Foster parents provide a temporary home for medically needy animals, animals needing socialization and training, animals when the shelter is short of space, bottle feeding kittens or puppies or for a break from the shelter, senior animals who are failing in a shelter environment. We ask our foster parents to provide warmth, love, attention and socialization. We provide all of the medical supplies and food that is needed. If you want to foster we have a separate foster care form for you to fill out so we can have you on a list when a need arises that matches your household and skills.

Foster care may be for 3 days to 4 weeks or indefinitely such as a place for a very senior animal to live out his/her life in comfort

Fundraising: Are you creative or organized? There are various fundraisers throughout the year run by volunteers. We have a Spring Gala, a Fall Festival and cocktail parties throughout the year. You can find out more by meeting with our Director and finding the best match for your skills and interest. Fundraising is vital to fund our operations.

Fundraising may be 3 hours to 6 hours a month. Most committees meet monthly or bi-monthly

Graphic Designers: Are you a graphic designer? You can apply your talents to help us promote our programs, services and fundraising efforts. Volunteer graphic designers are always needed. If you have talents you want to share you will meet with the Executive Director.

Adoption Counselors: Do you have good customer service skills and enjoy talking to people? Adoption counselors are usually 18 or older and trained to show cats and dogs that are ready for adoption as well as the initial screening of adoption applications. This involves phone calls to references and verifying applicants' information.

Usually needed Wednesday through Fridays 5 to 7 pm or weekends 1 to 4 pm

Healthy Pet Clinics: Low cost vaccination and microchips clinics are held monthly about 10 months out of the year. Volunteers register customers and their pets, fill out vaccination forms, and keep pets safe in line and more. Clinics are usually in Wilmington or Bear, Delaware locations.

Clinics usually run from 10 am to noon or noon to 2 pm. Volunteers should arrive an hour before the event and stay ½ hour afterwards

Pet Therapy: Pet therapy is one of the most heartwarming experiences that you could ever have. You must be comfortable working with the elderly and/or people of all ages with disabilities. Your animal must complete an evaluation and you and your pet must attend an orientation. We have facilities across the state that we visit and are always expanding and looking for more volunteers with friendly pets.

The time required for this position is a minimum of 2 visits a month

Laundry/Dishes: Do you get satisfaction from cleaning? Do you like to work alone? We like to make sure our animals have clean bedding and clean dishes so the work never ends. We need volunteer to wash dishes, and do laundry.

General cleaners are needed 7 days a week, anytime from 1 p.m. to 7 p.m. and weekends anytime from 1 to 4 pm. We would like volunteers to commit to 2 hours per laundry/dish shift

Mailing: Mailings are sporadic but we have average size mailings of about 500 or less and sometimes large mailings of 5,000 to 9,000. If you sign up for mailings we will call you when a mailing need arises.

Mailings may take 2 hours a person

Maintenance: Are you a handyman or woman? We need skilled maintenance volunteers to respond any time to plumbing, electrical problems, construction or other wise.

*** You would be called as needed and asked to participate in bi-monthly facility meetings***

Office Work : In this position you would report to the Office Manager or a Program Manager to work either in the office or from home. It includes typing, faxing, copying, answering phones, taking messages, preparing mailings, filing, and cleaning.

This position can be on an as needed basis or scheduled time and the time spent varies

Spay/Neuter Clinic Helpers: We spay/neuter our animals before adoption to cut down on pet overpopulation and we offer low-cost spay/neutering for low income people's pets and persons caring for stray cats. We need a variety of volunteers to make our clinics run smoothly. Volunteers are needed to help weigh and take temperatures on the animals, monitor the

animals after recovery. We also look for persons with a medical background or who are training as a Veterinarian Technician to help with surgery.

Clinics run 3 to 5 times a month and the day of a clinic varies monthly with the Veterinarians schedule. A clinic volunteer is usually needed for 4 to 8 hours at a time

Pet 'Life' Line: The Pet 'Life' Line takes calls from the public, giving guidance to help people find resources so they can keep or take care of their pets, rehome their pets on their own to avoid shelter relinquishment, find low cost services in the community and more. You will work closely with all staff members and on a schedule. This position is done from home or can be done at the center. It requires 1 hour of training.

Training is required for this position and there is no set time during your schedule

Special Event Helpers: In this position you will go to various locations to help promote Faithful Friends the organization, and our animals. Our Special Events Coordinator schedules adoption days or just displays on Saturdays or Sundays at local pet stores. We need helpers with setting up and taking down, handling the dogs and cats, and selling our merchandise. We generally contact our volunteers thru email with at least a two-week notice of the locations and times, however sometimes we may contact you on short notice as needed.

The time required for this position is a half an hour up to 5 hours once or twice a month