



Volunteer Opportunities

- Cleaning cat and dog kennels
- Laundry
- General cleaning (sanitizing counters, sweeping, mopping, wiping windows and mirrors, dusting, etc.)
- Yard beautification (cutting grass, watering flowers, etc.)
- Socializing the cats and dogs (playing, exercise, training)
- Grooming (brushing, washing, nail trimming)
- Volunteer at our fundraisers or other community events
- Taking photos/videos for the website or social media pages
- Promote adoptions, donation needs, volunteer opportunities, and the RCHS organization to friends, family, and the public via school, social media, word of mouth, etc.

**Please note that the following opportunities/tasks are for those volunteers who are well experienced/trusted. (We take consideration in the safety of our staff, volunteers, and animals. We also don't want any inaccurate information recorded in files or told to the public.)*

- Transporting (vet runs)
- Answering the office phones
- Assisting with medicine administration (if needed)
- Stamping, organizing, and updating files.

Rules and procedures

- Dress according to the weather, the building is warmer and cooler with the seasons. NO tank tops, crop tops, shorts below fingertip length, open toed shoes. Please dress comfortably and wear clothing you don't mind getting dirty or torn (accidents happen). Water-proof footwear is best for when working on the outside.
- If you notice an animal is vomiting, having diarrhea, noticeably sick or in pain, please notify a staff member right away.
- Animals that are sick will have tags on their area saying so. They are not to be handled unless told otherwise, as sometimes they require special care. Not only do we want to protect their health, but also yours and the rest of our animals as some sicknesses are contagious to people and/or animals.
- Always ask or notify staff before taking an animal out of its cage/kennel.
- If a fight breaks out between animals please notify a staff member right away. Intervening may cause personal injury. (To prevent this from ever happening, always make sure all other gates/doors are closed before taking an animal out and returning one back into its cage/kennel, and ALWAYS ask/notify staff before doing so.)
- Between the hours 8am-12pm we are strictly cleaning and feeding, unless there are more staff/volunteers and depending on –your– experience, the following tasks are only allowed from 12pm-4pm after everyone is cared for, so our staff can better help and supervise:
 - Grooming (brushing, washing, nail trimming)
 - Walking Dogs
 - Socializing (training, playing, exercising in play yard)
- We will not tolerate any negative language or actions towards our animals or staff.
- We will not tolerate any horseplay. This is a professional business that deals with the public and animal welfare
- Do not give the animals any scraps, candy, or change their food. We like to keep our animals on steady diets with some having special dietary needs. Ask if unsure.
- Young pups are not allowed to go outside or socialize with other animals; they are at high risk for Parvo.
- Always wash hands/change gloves before and after handling young puppies or kittens.
- Always wash hands/change gloves before and after handling any sick animals.
- The office and med room are off limits at all times unless told otherwise.

*** Failure to follow these rules can and will result in terminating any opportunities to volunteer for RCHS temporarily or permanently.**