## Volunteer Training Checklist

|  |
| --- |
| This Training Checklist is designed to help you become familiar with the Front Street Animal Shelter, meet new staff members, and to ensure that you have the support you need to be a successful volunteer! |

| **Your information** | |
| --- | --- |
| **Name** |  |
| **Primary area of interest** |  |
| **Date you began volunteering** |  |

| **General shelter information** | | **Date** | **Staff/Lead volunteer** |
| --- | --- | --- | --- |
| **I met the Shelter Manager** |  |  |  |
| **I was introduced to at least six staff members** | Their names & jobs:  1  2  3  4  5  6 |  |  |
| **I have met the Shelter Supervisors** | 1  2 |  |  |
| **I know how to check in with the supervisor when I arrive to work** |  |  |  |
| **I was shown where the bathrooms are** | Locations: |  |  |
| **I know where the breakroom is and I understand the breakroom rules** |  |  |  |
| **I know where the conference room is** |  |  |  |
| **I know how to get into the shelter when I come in to volunteer** | When the shelter is open Wed-Sun 9-5  When the shelter is closed – before 9am or on Mondays, Tuesdays or holidays – who do I call? |  |  |
| **I know where the volunteer check in area is & how to sign in and get my apron** |  |  |  |
| **I know where the Volunteer Coordinator’s office is & how to contact her** |  |  |  |
| **I know how to sign up for shifts online & log my hours** |  |  |  |
| **I know where the veterinary office is & where the veterinary trailer is** |  |  |  |
| **I know where Reception is and understand the process of receiving animals** |  |  |  |
| **I know where the Pet Food Pantry areas are and understand the process** |  |  |  |
| **I know where the dishwashing area is and understand the process** |  |  |  |
| **I know where the laundry area is and understand the process** |  |  |  |
| **I know where each of the shelter kennel buildings are** | Name them: |  |  |
| **I know where the bunnies are housed** |  |  |  |
| **I know where the stray cats are housed** | Name the kennel areas & describe: |  |  |
| **I know where Vet Sac is & what it is for** | Describe: |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Basic Shelter Chores** | | | | |  | | **Category** | **Shown how** | **Date** | **Performed independently** | **Date** | **Notes** | | **Pet Food Pantry** | * How to process bags of food * How to restock the pantry area * How to keep the storage area and pantry area organized and neat * How to help distribute the food in Reception |  | * How to process bags of food * How to restock the pantry area * How to keep the storage area and pantry area organized and neat * How to help distribute the food in Reception |  |  | | **Dishwashing** | * Clean/dirty areas * Use gloves – change when going from clean to dirty * How to fill the barrel * How to reset the dishwasher * How to pick up the dishes from the kennels * How to wash a load of food dishes * How to wash litter pans * How to wash cat dens or carriers * Where to put the clean dishes * How to empty the barrel * How to clean up the area |  | * Clean/dirty areas * Use gloves – change when going from clean to dirty * How to fill the barrel * How to reset the dishwasher * How to pick up the dishes from the kennels * How to wash a load of food dishes * How to wash litter pans * How to wash cat dens or carriers * Where to put the clean dishes * How to empty the barrel |  |  | | **Laundry** | * Clean/dirty areas * How to pick up the laundry from the kennels * How to fill the washer (only leave room for a football) * How to put the soap/disinfectant in * How to start the washer * How to check the lint trap in the dryer * How to load the dryer (use a dryer sheet!) * How to start the dryer * How to fold & sort the laundry - towels go in cupboard, blankets/beds go in bins * How to clean up the area |  | * Clean/dirty areas * How to pick up the laundry from the kennels * How to fill the washer (only leave room for a football) * How to put the soap/disinfectant in * How to start the washer * How to check the lint trap in the dryer * How to load the dryer (use a dryer sheet!) * How to start the dryer * How to fold & sort the laundry - towels go in cupboard, blankets/beds go in bins * How to clean up the area |  |  | |  |  |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Basic Shelter Chores (continued)** | | | | |  | | **Category** | **Shown how** | **Date** | **Performed independently** | **Date** | **Notes** | | **Kennel Cleaning** | * How to check in with the staff to find out where I am needed * Use gloves, boots, & apron * How to separate out the dogs * How to scrape the kennel (pre-spray as needed) * How to tell the ACT the kennel is scraped * Wait appropriate time for disinfecting (ask ACT) * Rinse the kennel – walls, water dish, floor * Close, latch, & lock the door * Repeat process on inside * Take dirty dishes to dishwasher, and dirty laundry to laundry area * Put clean blankets & beds * How to fluff & which kennels should be fluffed vs. cleaned |  | * How to check in with the staff to find out where I am needed * Use gloves, boots, & apron * How to separate out the dogs * How to scrape the kennel (pre-spray as needed) * How to tell the ACT the kennel is scraped * Wait appropriate time for disinfecting (ask ACT) * Rinse the kennel – walls, water dish, floor * Close, latch, & lock the door * Repeat process on inside * Take dirty dishes to dishwasher, and dirty laundry to laundry area * Put clean blankets & beds   How to fluff & which kennels should be fluffed vs. cleaned |  |  | | | |
| **Observations & Ideas:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Volunteer Signature** |  | **Date:** |  | / |  | / |  |
| **Volunteer Coordinator Signature** |  | **Date:** |  | / |  | / |  |