



**Humane Society of
Williamson County**
A non-profit, no-kill shelter

What We Do

- ✓ Promote pet adoption and retention
- ✓ Provide low-cost spay/neuter surgeries and vaccinations
- ✓ Educate the public
- ✓ Receive owner-surrendered pets
- ✓ Rescue pets from open-door shelters' euthanasia lists
- ✓ **Save lives!**

Why We Do It

- ♥ Eliminate pet overpopulation
- ♥ Give pets a lifetime home
- ♥ Improve lives of pets and people
- ♥ **Save lives!**

Reasons to Volunteer

- ☺ Meet people
- ☺ Learn skills
- ☺ Gain knowledge
- ☺ Help animals
- ☺ **Save lives!**

Requirements to Volunteer

- 👉 At least 8 years old (Ages 8-15 must be accompanied by parent/guardian)
- 👉 Contribute minimum of 4 hours scheduled per month for 6 months
- 👉 Commit to regular schedule
- 👉 Donate \$20 (\$10 for each additional family member) to cover cost of insurance, t-shirt, and name badge



Review the list of volunteer opportunities below and let us know where we can count on your help.
Every job is critical to help us save lives... and the animals thank you!



Title (Position) <i>Position Goal</i>	What You'll Do	Knowledge and Skills You'll Need	Where You'll Work	When We Need You	Min. Age
Warm Fuzzy Provider (Receptionist) <i>Ensure every call and walk-in visitor is attended to and feels appreciated! Finalize adoptions!</i>	<ul style="list-style-type: none"> ▪ Answer phones ▪ Greet clients ▪ Assist with adoption processing, data entry, and intake process ▪ Direct traffic flow ▪ Process mail ▪ Check voicemail, e-mail ▪ Other administrative duties as needed 	<ul style="list-style-type: none"> ▪ Customer service ▪ Computer knowledge (especially MS Word & Excel) ▪ Phone operator 	Indoor/ Front Desk	Tues. – Fri. ⌚ 11a – 5p Saturday ⌚ 11a – 5p Sunday ⌚ 12p – 5p	16
Know-it-All (Humane Education & Orientation Speaker) <i>Educate the community and new HSWC volunteers about the org and responsible pet ownership!</i>	<ul style="list-style-type: none"> ▪ Assist & Lead new Volunteer Orientations ▪ Lead humane education tours of the HSWC shelter ▪ Lead humane education presentations at schools and community events 	<ul style="list-style-type: none"> ▪ Excellent verbal communication skills with ability to present ideas and information clearly ▪ Basic knowledge of dogs and cats ▪ Training provided for additional information 	Indoor/ Outdoor	2 Saturday mornings per month for Orientation lead + as needed for humane tours/ outreach	18
Clinic TLCer (Vet Tech Assistant) <i>Provide tender loving care for all animals in the clinic!</i>	<ul style="list-style-type: none"> ▪ Assist Vet Tech with cleaning medical kennels, medicating sick animals, vaccinating and testing incoming animals ▪ Help with recovery in spay/neuter clinics, data entry, etc. ▪ Assist with necessary data entry to medical records and appointment scheduling ▪ Training will be provided 	<ul style="list-style-type: none"> ▪ Experience working with dogs and cats, preferably in a medical environment ▪ Computer/data entry skills 	All medical areas (isolation rooms, treatment rooms, clinic)	Mon. – Sun. ⌚ 8a – 1p 4 th Saturday each month ⌚ 1p – 3p	16
Kitty Concierge (Cattery Cleaner) <i>Keep our kitties happy, healthy, and ready for a forever home!</i>	<ul style="list-style-type: none"> ▪ Clean/disinfect cattery ▪ Feed cats ▪ Washes dishes and litter boxes ▪ Assist with animal inventory management and ensure all animals have correct ID collars and kennel cards 	<ul style="list-style-type: none"> ▪ Customer service ▪ Computer knowledge ▪ Basic knowledge of cats and dogs 	Indoor (some outdoor)	Tues. – Fri. ⌚ 8a – 11a Sunday ⌚ 9a – 11a	16 (Child w/ Parent - okay)
Kennel Crew (Kennel Cleaner) <i>Keep our canines feelin' fine, lookin' devine, and ready to shine!</i>	<ul style="list-style-type: none"> ▪ Clean/disinfect kennels ▪ Feed dogs ▪ Wash dishes and laundry ▪ Assist with animal inventory management and ensure all animals having correct ID collars and kennel cards 	<ul style="list-style-type: none"> ▪ Customer service ▪ Computer knowledge ▪ Basic knowledge of cats and dogs <p><i>*Note: This position is required for all Canine Coaches and Puppy Playmates</i></p>	Outdoor	Mon. – Fri. ⌚ 8a – 11a Sat. & Sun. ⌚ 9a – 11a	16 (Child w/ Parent - okay)

Title (Position) <i>Position Goal</i>	What You'll Do	Knowledge and Skills You'll Need	Where You'll Work	When We Need You	Min. Age
Canine Coach (Behavior Trainer/Dog Walker) <i>Get the dogs ready for life in a forever home by teaching them good manners!</i>	<ul style="list-style-type: none"> ▪ Work on loose leash walking and other basic dog obedience skills to improve adoptability of shelter dogs ▪ Give HSWC dogs the exercise and freedom they need 	<ul style="list-style-type: none"> ▪ Previous dog handling and training experience <p><i>*Note: This position also requires participation on the Kennel Crew</i></p>	Outdoor	Monday ⌚ 10a – 4p Tues. – Fri. ⌚ 9a – 6p Sat. & Sun. ⌚ 9a – 5p	16 (Child w/ Parent - okay)
Puppy Playmate (Puppy Socializer) <i>Prevent the pups from getting cabin fever!</i>	<ul style="list-style-type: none"> ▪ Cuddle and play with young puppies (4 mos and under) that are unable to go for walks due to age and vaccination history 	<ul style="list-style-type: none"> ▪ Previous dog handling and training experience <p><i>*Note: This position also requires participation on the Kennel Crew</i></p>	Outdoor	Monday ⌚ 10a - 4p Tues. – Fri. ⌚ 11a - 6p Sat. & Sun. ⌚ 11a - 5p	16 (Child w/ Parent - okay)
Adoption Counselor (Adoption Counselor and Approver) <i>Assist humans in finding the perfect companion pet for their lifestyle!</i>	<ul style="list-style-type: none"> ▪ Assist clients in finding the right companion pet match for their lifestyle ▪ Counsel adopters on responsible pet ownership and pet needs ▪ Approve adoptions and find forever homes for HSWC animals <p><i>*Training provided</i></p>	<ul style="list-style-type: none"> ▪ Basic knowledge of dogs and dog handling as well as cats and cat handling 	Outdoor	Tues. – Fri. ⌚ 11a - 6p Sat. ⌚ 11a - 5p Sun. ⌚ 12p - 5p	18
Showman (Off-Site Team Member) <i>Reach out to the community by bringing adoptions and organizational info off-site!</i>	<ul style="list-style-type: none"> ▪ Assist with transporting booth materials and animals for adoption to off-site events ▪ Approve adoptions and find forever homes for HSWC animals ▪ Care for animals while at off-site events 	<ul style="list-style-type: none"> ▪ Basic knowledge of cats and dogs ▪ Training to become an adoption counselor (able to approve adoptions) ▪ Good customer service skills ▪ Dog handling training ▪ Need to commit to working particular weekend days (once or more a month) 	Indoor/ Outdoor	Saturday ⌚ Varies Sunday ⌚ Varies	16 (Child w/ Parent - okay)
Talent Agent (Photographer/Bio Writer for Online Marketing of Animals) <i>Shine a spotlight on our awesome pets by creating and posting their pics and bios on the web!</i>	<ul style="list-style-type: none"> ▪ Take photos of dogs and cats (dog photos require teams of 2 trained team members) ▪ Write short bios for dogs and cats ▪ Post photos and/or bios on PetPoint website ▪ Training will be provided 	<ul style="list-style-type: none"> ▪ Good written communications skills ▪ Basic knowledge of cats and dogs ▪ Ability to use and access to a digital camera and computer ▪ Experience with editing digital photos ▪ Previous dog handling and training experience ▪ Need to commit to working particular weekend days (once or twice a month) and to finishing uploading photos/bios within 24 hours 	Indoor / Outdoor	Saturday ⌚ 11a – 5p Sunday 12p – 5p	18 (Child w/ parent - okay)

Title (Position) <i>Position Goal</i>	What You'll Do	Knowledge and Skills You'll Need	Where You'll Work	When We Need You	Min. Age
Foster Parent <i>Assist with caring for animals in your own home!</i>	<ul style="list-style-type: none"> ▪ House and care for puppies/kittens too young to be adopted or spay/neutered ▪ House and care for adult dogs/cats in need of socialization or medical treatment ▪ House and care for adult dogs/cats in order to open up more space at the shelter for homeless animals 	<ul style="list-style-type: none"> ▪ Basic knowledge of dogs/cats ▪ Provide indoor housing and care for foster animals ▪ Ability to help market the foster animals for adoption 	Home/ Office Visits	Part-time (will vary depending upon animals' needs)	21
FundTastic\$ (Event Planning Team Member) <i>Assist with a variety of jobs to make a fundraising or adoption event successful!</i>	<ul style="list-style-type: none"> ▪ Sales (raffles, event tickets) ▪ Assist in organizing the event by making phone calls and sending emails to possible donors/sponsors ▪ Assist in catering, music, and any other entertainment piece ▪ Help the day of event with set up, running the event, and clean up ▪ Create signs, advertising for events ▪ Obtaining silent auction and raffle items 	<ul style="list-style-type: none"> ▪ Good customer service skills ▪ Sales skills and assisting with the recruitment of donations and sponsorships ▪ Ability to be creative ▪ Like to have fun at parties and events! 	Home/Office/ Event Sites	Part-time (will vary)	n/a
Chatterbox (Social Media Coordinator) <i>Publicize our mission, services, and events on the web to bring in more donations, adopters, and volunteers!</i>	<ul style="list-style-type: none"> ▪ Build traffic and revenue for online initiatives through social networking tactics ▪ Set up, update, and optimize social networking profiles, blog, and micro-blog accounts (including Facebook, Twitter, MySpace, etc.) ▪ Help strategize and fully execute social media marketing to correspond with online revenue initiatives ▪ Build weekly reports from social media sites, possibly using mining software, to update internal staff on usage statistics. 	<ul style="list-style-type: none"> ▪ Knowledge of social media and how they can be leveraged for businesses. ▪ Must have exceptional traditional writing and grammar skills and a flair for using "social networking speak" and online jargon. ▪ Excellent verbal communication skills with ability to present ideas and information clearly. ▪ Marketing expertise and ability to generate sizzle and product demand 	Office or At-home	Full or part-time <i>(remote considered)</i>	18
Media Megaphone (Marketing Coordinator) <i>Spread the word about the great services we offer and all our cuddly critters looking for someone to love!</i>	<ul style="list-style-type: none"> ▪ Coordinate marketing programs and strategies, includes PR, ads, online, and storefront 	<ul style="list-style-type: none"> ▪ Marketing background and education ▪ Previous experience running marketing campaigns ▪ Excellent written and verbal communication skills 	Office or At-home	Full or part-time <i>(remote considered)</i>	n/a
Roving Schmooser (Event Salesperson) <i>Promote the shelter and show off our animals at off-site locations to increase donations and adoption!</i>	<ul style="list-style-type: none"> ▪ Accurately and positively inform retail and event booth prospects about adopting from or supporting HSWC ▪ Arrive at selling locations as scheduled, wearing appropriate branded shirt and bringing sales materials provided. ▪ Close/sign up donors/adopters showing interest in HSWC 	<ul style="list-style-type: none"> ▪ Committed to a professional, highly customer-focused direct sales environment. ▪ 2 years sales and customer service experience ▪ Excellent verbal communication skills ▪ Demonstrated ability to overcome objections and close with customers. ▪ Understanding of sales techniques and customer needs. 	Sales Field	Must be available to work evenings and/or weekends	n/a

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Roving Schmoozer cont.	<ul style="list-style-type: none"> ▪ Assist other team members with selling/closing techniques 				
Wordsmith (Copywriter) <i>Help the shelter attract more donors and adopters so we can save more lives!</i>	<ul style="list-style-type: none"> ▪ Gather requirements and core messages ▪ Gain deep understanding of HSWC services ▪ Gain deep understanding of target audience ▪ Prepare drafts of different initial options ▪ Make changes to copy as needed 	<ul style="list-style-type: none"> ▪ Copywriting experience ▪ Excellent written and verbal communications skills ▪ Ability to prioritize effectively and handle shifting priorities professionally ▪ Experience working with deadlines ▪ Ability to lead the process of business requirements gathering and documentation 	Office or At-Home	Full or part-time – deadline driven <i>(remote considered)</i>	n/a
Money Finder (Grant Administrator) <i>Look for ways to get more grant money and make sure we follow the rules when we spend it!</i>	<ul style="list-style-type: none"> ▪ Write local, regional, statewide, and federal grant requests to governmental and private foundations. ▪ Maintain relationships with external grant managers of funding bodies. ▪ Coordinate the implementation of grant awards and ensure post-award compliance. ▪ Compile financial and non-financial data for preparation of internal and compliance reports ▪ Develop and maintain grant application calendar ▪ Research grant opportunities ▪ Monitor grant budgets and expenditures to ensure targets are met ▪ Monitor grant program goals and monthly performance 	<ul style="list-style-type: none"> ▪ Proven track record in grant writing ▪ Previous grant administration experience preferred ▪ Knowledge of grants and grant administration systems, processes and budgeting ▪ Highly proficient in MS Word and Excel 	Office or At-home	Full or part-time <i>(remote considered)</i>	n/a
Money Getter (Grant Writer) <i>Write compelling requests to convince people to give us money!</i>	<ul style="list-style-type: none"> ▪ Develop and write grant proposals to foundations and other grant-making organizations ▪ Persuasively communicate HSWC's mission and programs to potential funders ▪ Assemble and submit grant requests, including letters, proposals, budgets, and presentations ▪ Provide writing support for major donor and individual contribution letters and acknowledgements 	<ul style="list-style-type: none"> ▪ Ability to craft funding proposals in a dear and compelling manner ▪ Excellent writing, analytical, and research skills ▪ Self-motivated, detail oriented, highly-organized ▪ Experience using online databases and other sources to locate biographical, financial, and philanthropic information ▪ Familiarity with Foundation Center databases ▪ Ability to seek and synthesize information and communicate in a compelling and succinct form 	Office or At-home	Full or part-time	n/a
Property Beautifier (Grounds Maintenance) <i>Make the property look good and feel inviting for our human and animal guests!</i>	<ul style="list-style-type: none"> ▪ Work directly with Facilities Manager on specific tasks (task complexity may rise as experience increases) ▪ Skilled labor: dig ditches, plant/prune shrubs, mow lawn, use hand tools and power mowers ▪ Rake and load grass/brush ▪ Clean grounds of debris ▪ Assist with shrub, flower, tree, and grass 	<ul style="list-style-type: none"> ▪ Ability to work outdoors for long periods of time ▪ Ability to perform heavy manual labor at times ▪ Knowledge of lawn equipment including mowers, pruners, weed eaters ▪ Knowledge of basic tools including drills, screwdrivers, etc. 	Outdoor	<ul style="list-style-type: none"> ▪ 4 – 8 hrs/week (or work on monthly schedule) ▪ Sun. – Sat. 	16

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<i>Property Beautifier cont.</i>	maintenance <ul style="list-style-type: none"> ▪ Other maintenance duties as needed 				
Facility Improver (Craftsman/Handyman) <i>Keep the shelter running smoothly!</i>	<ul style="list-style-type: none"> ▪ Perform basic to intermediate repairs of facilities and grounds as needed including plumbing, fencing, HVAC, carpentry, electrical, painting, etc. 	<ul style="list-style-type: none"> ▪ Knowledge of tools and multimeters ▪ Ability to read schematics and blueprints 	Indoor / Outdoor	<ul style="list-style-type: none"> ▪ Up to 20 hrs/wk ▪ Mon - Sun 	18