



Volunteers are at the heart of our shelter, we couldn't do what we do without their generous support. Volunteers serve in a variety of ways, below is a list of the program options. Availability will vary.

- ♥ **Animal TLC Team**
- ♥ **Client Care Team**
- ♥ **Clinic Volunteers**
- ♥ **Special Events & Groups**
- ♥ **Thrift Store**
- ♥ **Off Site Support**
- ♥ **All volunteer positions**

I'd like to work with animals!



## Animal TLC Team



Volunteers who join this team will interact directly with the adoptable animals providing the TLC they need while waiting for their forever home.

- ♥ Animal TLC
- ♥ Dog TLC
- ♥ Adoption Ambassador: Dogs
- ♥ Experienced Volunteer Dog TLC
- ♥ Canine Coach
- ♥ Feline Friend
- ♥ Adoption Ambassador: Cats
- ♥ Experienced Volunteer Feline Friends
- ♥ Small Paws
- ♥ T.E.A.M
- ♥ Photography & Videography

[Position Descriptions](#)

I'd like to help the adopters!



## Client Care Team



Help support the community & the forever homes our animals find. Our Client Care team helps in a variety of ways to support the adoption & intake desk.

- ♥ Ask Me
- ♥ Administrative Support
- ♥ Adoption Assistant
- ♥ Intake Desk
- ♥ Visitation Coordinator

[Position Descriptions](#)

I'd like to help the healthcare team!



## Clinic Volunteers



Always dream of being a vet? Here is your chance to work in a clinic and help with the behind the scenes healthcare of shelter animals.

- ♥ Clinic Surgical Assistant
- ♥ WellPet Clinic Greeter
- ♥ WellPet Clinic Reception

[Position Descriptions](#)

I'd like to help the shelter raise money!



## Thrift Store



Join the dedicated team of thrift store volunteers! These volunteers sort, price, and maintain a clean, shopping friendly atmosphere, all while supporting animals in need.

- ♥ Retail Position

[Position Descriptions](#)

I'd like to help with events!



## Special Events & Groups



Events support our mission to care for animals in need. Volunteers are the reason we can host our events & fundraisers.

- ♥ Special Events
- ♥ Facilities
- ♥ Volunteer Project Groups

[Position Descriptions](#)

I'd like to work with the community!



## Off Site Support



LHS is part of an amazing community & we need help spreading our mission. These "as needed" positions come up during the year and need your help to get the word out!

- ♥ Donation Jars
- ♥ Foster Parent
- ♥ Foster Home Inspectors
- ♥ Licenses
- ♥ Poster Group
- ♥ Transport

[Position Descriptions](#)

Volunteer Position	Description	Prerequisites
<b>Animal TLC Team</b>		
<b>Animal TLC</b>	First step to working with the animals! New volunteers support the adoptable animals by helping with laundry, dishes, sorting donations, providing enrichment, & other shelter tasks. Get to know the shelter & staff. No animal handling in this position.	Attend adult Animal TLC orientation. 6 hours of service required to move on to other TLC positions
<b>Dog TLC</b>	Socialize, train, and exercise adoptable dogs by taking them on their daily walks	6 hours of Animal TLC service, plus a 3 ½ hour Dog TLC training
<b>Adoption Ambassador—Dogs</b>	Responsible for facilitating visits of adoptable dogs & puppies with potential adopters.	3 months & 24 hours of Dog TLC service plus an adoption ambassador training
<b>Experienced Dog TLC Volunteer</b>	Help train adoptable dogs with a higher handler rating out on their daily walks	6 months of Dog TLC service plus Experienced Volunteer training.
<b>Canine Coach</b>	Work with staff in our Training & Behavior Modification Department to support dogs in their program. As an extension of the Dog TLC program, volunteers work with dogs to train obedience in order to improve their adoptability. Specific training techniques will be taught by shelter staff.	At least 16 hours of Experienced Volunteer Dog TLC handling plus Canine Coach training & 4 hours a week commitment
<b>Feline Friend</b>	Socialize and provide extra TLC to the adoptable cats	6 hours of Animal TLC service, plus a Feline Friend training
<b>Adoption Ambassador—Cats</b>	Responsible for facilitating visits of adoptable cats & kittens with potential adopters.	3 months & 24 hours of Feline Friend service plus an

		adoption ambassador training
<b>Experienced Feline Friend Volunteer</b>	Socialize cats with behavioral needs due to shelter stress to better improve their “adoptability”	6 months of Feline Friend service plus an Experienced Volunteer training.
<b>Small Paws</b>	Socialize and provide extra TLC to the adoptable small mammals	6 hours of Animal TLC service, plus a Small Paws training
<b>T.E.A.M.</b> (Treat Enrichment at Midday)	Weekday afternoon shifts only. This is an extension of the Animal TLC position. Volunteers continue to help with the duties of Animal TLC, plus additional help with the KONG enrichment program. Visiting dogs in their kennels will also be part of this position.	6 hours of Animal TLC service, plus a T.E.A.M training
<b>Photography &amp; Videography</b>	Assist by taking photos and/or videos of adoptable animals. Also, special events/LHS activities may need to be documented	6 hours of Animal TLC service, plus an interview with photography team lead *Dog TLC and/or Feline Friend experience will be required

## Client Care Team

<b>Administrative Support (Expert Animal Detectives)</b>	Facilitate and promote animals being reunited with their owners by matching all strays to lost reports. Facilitate proper documentation for the matching of animals and enter accurate data in our online database.	Attend adult orientation, computer proficiency, attend Administrative Support training
<b>Adoption Assistant (Happily Ever After Assistant)</b>	Facilitate and promote adoptions by completing each adoption in the computer and compile the adoption paperwork for animals going home. Enjoy a fast-paced environment when busy with adoptions. Have a great time while working and enjoy laughing with staff!	Attend adult orientation, proficiency with Microsoft Word and Outlook, attend Adoption Assistant training

<b>Intake Desk (Phone/Computer Master)</b>	Act as the 'face' of Longmont Humane Society by presenting a positive, friendly, and welcoming environment to all clients on the phone. Answer telephone and email inquiries and return messages. Review and enter lost and found reports and city licenses and contact owners with any questions.	Attend adult orientation, computer proficiency, attend Intake Desk training
<b>Visitation Coordinator (Match Makers)</b>	Act as the 'face' of Longmont Humane Society by presenting a positive, friendly, fun, and welcoming environment to all visitors. Facilitate client visits with animals while creating a positive and fun experience. Set up visits and set animals up for the next step of adoption or holds when clients choose to do so.	Attend adult orientation, customer service experience, attend Visitation Coordinator training

## Clinic Volunteers

<b>Clinic Surgical Assistant</b>	Monitor animals recovering from surgery, clean and pack instruments, laundry and general cleaning.	Attend adult orientation, attend Clinic Surgical Assistant training
<b>Well Pet Clinic Greeter</b>	Greet Well Pet Clinic clients, help them sign in and weigh their pets as applicable.	Attend adult orientation, customer service experience, attend Well Pet Clinic Greeter training
<b>Well Pet Clinic Receptionist</b>	Greet Well Pet Clinic clients, schedule appointments, make appointment reminder calls and answer inquiries over the phone and in person.	Attend adult orientation, customer service experience, computer proficiency, attend Well Pet Clinic Receptionist training

## Thrift Store

<b>Retail Position</b>	Greet donors, receive and sort donations, price and display items on the store floor.	Attend adult orientation, attend Thrift Store training
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## Special Events & Groups

<b>Special Events</b>	Events are held throughout the year. We depend on volunteers to make our events successful!	Attend adult orientation, sign up for events as desired
<b>Facilities</b>	Keep our facility clean and functional with occasional maintenance tasks.	Attend adult orientation, maintenance experience preferred
<b>Volunteer Project Groups</b>	Fleece For Furry Friends is a volunteer ran group who make fleece blankets for the animals in our care.	This group meets every other Thursday 1-3 p.m. No experience necessary.

## Off Site Support

<b>Donation Jars</b>	Monitor donation jars at various businesses in our community. Collect and deliver to LHS as needed.	Attend adult orientation
<b>Foster Parent</b>	Provide temporary home care for animals that are injured or too young to be adopted. LHS will provide all food and medical supplies. Please contact us at <a href="mailto:foster@longmonthumane.org">foster@longmonthumane.org</a>	Adult Orientation encouraged. Foster application & home inspection required
<b>Foster Home Inspectors</b>	All foster homes require a home inspection. Foster home inspectors take on the essential role of ensuring all animals go to a safe environment	Training with a current foster inspector
<b>Licenses</b>	Monitor city license needs at Longmont vendors. Deliver city license materials to vendors and collect licenses sold to deliver to LHS.	Attend adult orientation
<b>Poster Group</b>	Distribute posters throughout the community to promote LHS events.	Attend adult orientation

## Transport

Transport donations and/or animals to and from Longmont Humane Society as needed.

Attend adult orientation, sign up for transports as desired