



## Volunteer Categories

**Adoption Center (AC):** AWL's Adoption Center is housed in part of the Animal Shelter, and is the temporary home for many of our adoptable pets. They have been vetted, sterilized, and deemed adoptable. AWL volunteers maintain these pets five days a week. POA Animal Control Officers clean & feed them early in the morning. Then AWL volunteers take over.

Adoption Center Worker – These volunteers begin more thorough care of the cats & dogs, making sure they are ready to meet their public. They give food as prescribed in the afternoon and tend to their daily needs.

Dog Walker – DWs come in twice a day, morning and afternoon, to walk the dogs and give them some lovin'.

Cat Cuddler – These volunteers come in around noon to give each cat individual attention, brushing, and cuddling.

Guest Relations – GRs are seasoned volunteers who greet visitors and answer phone calls about AWL's services.

HUG Drivers & Bathers – HUG is our transport program that prepares and drives dogs for trips to other rescues for adoption.

### **Pet Promotions:**

Photography of Pets – one photographer uses a studio in the AC to take appealing photos of our pets for promotion on Petfinder and Adopt-a-Pet. Another photographer goes to foster homes to get shots of those pets, mostly cats, that cannot be housed in the AC because of overcrowding.

Video of Pets – Photographers who take videos help get the pets adopted,

### **Computer Entry:** [All entry can be done at home]

Animal Records Management – Volunteers enter data on each pet into a database.

Volunteer Scheduler – The scheduler contacts available volunteers via email to enter names into the calendar.

Website Maintenance – Webmasters keep our website current.

Social Media Presence – Facebook editors post available pets and Happy Tails of adoptions.

Lily Alerts – Lily Alert is a lost pet email service to inform those in and around Hot Springs Village of others' lost pets in our area.

### **Pet Fostering:**

Foster families are vital to AWL's success because they allow AWL to take in homeless pets even when the AC is full.

### **Spay/Neuter Clinics:**

Various teams work to welcome owners completing intake paperwork through final recovery after surgery.

### **Fundraising/Event Planning:**

Baking – Bakers prepare goodies for events.

Photography of Events – Every event has a photo record for use in local news and other promotions.

Recycling – A team of helpers collect drink cans left at the AC and take them to the recycling bin at the Minorca dump.

### **Contact with Adopters & Donors:**

Corresponding Secretary – The CS writes thank you letters to donors and sends condolence cards to supporters.

Follow-Up with Adopters – They contact every adopter to check on the success of the adoption.