

WELCOME & INTRODUCTION

Thank you for offering your time to assist at Lumpkin County Animal Shelter (LCAS). We realize that your time is valuable, and we appreciate any assistance you can provide on a regular or periodic basis.

Those who wish to be volunteers at LCAS must be able and willing to commit to concerted volunteer service. While any amount of volunteering is greatly appreciated, we encourage you to pledge a minimum of 4 hours per month; of course, the more the better!

To be a volunteer at the shelter you must be at least 18 years of age. If you are 17 years or younger, a signed parental consent is required, and a parent must accompany you while at the shelter.

The following pages provide an overview of what services volunteers can provide. After reviewing these pages, if interested in volunteering, please complete the Volunteer Application and give it to one of the shelter staff. If you have any questions, please don't hesitate to ask any staff or the volunteer coordinator.

As this is a county operated facility, humane euthanasia is performed as necessary in accordance with the LCAS Standard Operating Procedures. Two main reasons for euthanasia are overcrowding and unhealthy animals being surrendered to the shelter. Your efforts are especially needed to help socialize as many animals as possible so these animals can find loving permanent homes.

Thank you again for your kind consideration.

Sincerely,

Wayne Marshall

Wayne Marshall, Shelter Manager

LCAS STAFF

Shelter Manager: Wayne Marshall

Veterinary Technician: Annette Davis

Veterinary Technician: Melissa Rogers

Veterinary Technician: Aaron Taylor

Animal Control: Tony Ashe

VOLUNTEER COORDINATORS

Adoptions, Transfers & Transportation: Dan Bowers

(dbowers7@windstream.net) and 706-973-9411

Programs (Seniors for Seniors, Humane Ed, Foster Homes):

Karen Kurka (kurka@windstream.net, 706-867-5223)

VOLUNTEER OPPORTUNITIES

Walking, socializing, and grooming animals:

Socializing cats primarily involves playing with them in the “Cat Room.” This helps prepare cats for adoption by familiarizing them with the smell, noises and feel of humans.

Walking, socializing and assisting staff with grooming dogs is an extremely important part of the adoption process as it allows dogs to get exercise and become accustomed to interactions with humans. This also helps them decompress from the noise and agitation of the kennel environment and helps minimize the daily stress of being at the shelter.

Volunteers are the primary providers of these opportunities for the dogs at LCAS. A volunteer or staff member will show you where the plastic bags for cleaning up dog waste, leashes, collars and grooming aids are located and will familiarize you with the walking grounds.

Office Assistance:

Volunteers assist the office staff in numerous ways, from greeting visitors and showing them the animals to answering phones and helping staff with documentation when asked to do so. Volunteers are asked to sign up for one weekly shift of approximately four hours, roughly 8:30 am to 12:30 pm or 12:30 pm to 4:30 pm Monday through Saturday. Please ask for more specific information if you are interested in assisting in the office.

Off-site Adoptions:

These periodic events are usually held on Saturdays and often require a time commitment of several hours (approximately 8:30 am to 3:00 pm.)

As of this time, volunteers with appropriate vehicles are needed to transport dogs and cats in crates along with the necessary paraphernalia to and from the adoption site, set up/break down at the site, walk and attend to the animals, and greet potential adopters and share info about each animal with them. Volunteers who are unable to transport animals can meet at the adoption site to help there. Shifts could be set up depending on the number of volunteers available for each event.

Humane Education:

This involves educating the public about pet overpopulation and the humane treatment of animals. Presentations are made to various groups and organizations.

Seniors for Seniors:

This is a program through which senior dogs and cats (7 years and older) can be adopted by senior citizens at half the normal adoptions fee (only \$45.00 for dogs and \$30.00 for cats). The program itself needs to be promoted, and, when senior animals become available, their adoptions need to be promoted.

Fund Raising:

Just what it sounds like! Volunteers will work with the shelter director to raise funds to help pay some expenses that may not be covered by the county budget and for new projects.

Transporting Animals:

Volunteers assist with transporting animals that are being transferred to another shelter, to new owners who live at a distance, to Chestatee Animal Hospital, to businesses on the square in Dahlonega who promote adoptions, and for other reasons.

Fostering Animals:

Foster homes are needed for a number of reasons, such as, overcrowding at the shelter, pets awaiting transport/transfer, puppies and kittens who are not weaned, and for medical reasons.

Housekeeping:

Volunteers help with household chores. The chores include cleaning the kennels and cat and puppy crates/rooms, feeding the animals, doing the laundry and mopping floors. Volunteers are welcome to help with housekeeping Monday through Saturday from 8:30 am to 5:00 pm.

GENERAL VOLUNTEER PROCEDURES ON SITE

Each day that you volunteer your time to work at the shelter, we ask that you please follow these basic steps:

1. Sign in/out at the front desk. This will enable us to keep track of who is working at the facility on any given day.
2. Always wear a “LCAS Volunteer” badge. This will identify you as a volunteer to staff, visitors and to other volunteers. You might also interact with “community service” workers and county prison inmates, whose duties include kennel cleaning, animal feeding, and household tasks, such as laundry and, mopping.
3. Use the hand sanitizers before and after handling animals and when entering and leaving each kennel area. This will help to minimize any spread of disease.
4. Inform staff of any animal(s) that appears to be experiencing physical problems or in need of attention. Inform the staff of any behavioral problems exhibited by the animals, such as biting/attempting to bite you or other animals, growling at people/animals, cowering, being “mouthy” or any other form of potentially aggressive action or particularly dominant traits.
5. Understand that play, exercise and socialization are very important to making sure the animals at our facility can become loving companion animals for the right family. This kind of hands-on involvement is extremely important to the health and well-being of every animal here.
6. If you prefer to work with the public at the front reception area, keep in mind that you are a representative of LCAS, and first impressions are extremely important. We ask that you greet the public warmly and always be courteous as you accompany them through the facility. Getting to know a potential adopter will help make the best match. If a member of the public inquires about adoption procedures, refer to the charts located throughout the shelter. For background information on a particular animal, refer to the individual kennel card. You may discuss the personality traits of animals with whom you have worked (i.e., walks well on leash, enjoys being brushed, etc.). Encourage potential adopters to plan “meet and greet” with all family members, including current household pets, before making a final choice.
7. Feeding is done once a day at approximately 9:00 am and is generally performed by inmates. Treats may NOT be given to dogs or cats at any time.

8. Volunteers are permitted behind the front desk if the task requires it; however, “community service” workers and inmates are not. The “isolation” and “exam” rooms are restricted to LCAS staff and inmates. The laundry room is accessible to all.

9. While the shelter is open to the public Tuesday through Saturday from 12:30 a.m. to 4:30 p.m., volunteers are welcome Monday through Saturday from 8:00 a.m. to 5:00 p.m. As noted under “Volunteer Opportunities,” some assignments require an earlier arrival time.
Note: The gate at the end of the driveway is usually closed on Mondays, so you may need to open it, drive through and then close the gate behind yourself.

REGARDING CATS

When socializing cats, please remember:

- 1) It is recommended that you wear clothing which covers your exposed skin; i.e., long-sleeved t-shirts and long pants. Cats and kittens may accidentally scratch when playing or being removed from/returned to a crate.
- 2) Please limit socializing to one cat at a time out of a crate and keep them in the cat room.
- 3) Ensure that the crate gate is securely latched after returning the cat to it.
- 4) Keep the hall door closed at all times.
- 5) Apprise staff of cats with shy or withdrawn personalities or if one attempts to bite or scratch. Alert staff about any cats that appear to have health issues.
- 6) When walking into or out of the cat room, please use the hand sanitizer located near the door.
- 7) Be aware of each cat's body language. Some behaviors to look for include ears lowered; tail swishing rapidly from side to side, vibrating or just the tip swishing; quick body movements; puffed tail or backside; hissing or growling; quick head turn or watching your hand while you pet the cat; long drawn out meow; dilated pupils; wide open eyes; refusal to smell your hand when held in the cat's face; tight or tense body; and nips or bites.

REGARDING DOGS & PUPPIES

Things to remember:

- 1.) It is recommended that you wear clothing that covers your exposed skin, such as tennis shoes, jeans and t-shirts. Most dogs are excited to leave their kennel, are not trained to “stay” and may jump up in their enthusiasm. Bare skin can be scratched by dog nails and injuries may result.
- 2.) When walking into or out of the kennel areas please use hand sanitizers located throughout the facility.
- 3.) To prevent dogs from escaping, make sure the front door to the main kennel is closed while removing from and returning dogs to their pens. Use your body as a block when opening cage doors.
- 4.) There should never be two dogs in a common area at the same time. If you are entering or exiting the main kennel with a dog, please be aware of the movements of other people.
- 5.) Always be sure the pen gate and yard gate are securely latched when removing and returning an animal to its kennel.
- 6.) Bring plastic bags to pick up dog waste during the walk. To pick up waste insert your hand into the bag as you would a glove, pick up the waste using the outside of the bag. Please dispose of these bags in the garbage can outside the main kennel. This will help prevent the spread of disease as well as maintain a pleasant walking environment for all.
- 7.) A volunteer or staff member will show you where the plastic bags, collars and leashes are located. They will also familiarize you with the walking grounds.
- 8.) While on a walk, keep the dogs at a respectable distance from people and other animals. If people want to visit with the dog, don’t allow the dog to jump on them. Never jerk or yank on the leash. This can severely injure a dog. Use a calming voice at all times. Use the “two finger rule” when putting on a collar; you should be able to comfortably insert two fingers under the collar to assure that the collar is snug enough to prevent the dog from pulling out, yet loose enough for the dog’s comfort.
- 9.) Inform staff of any behavior noted (afraid of cars, loves to run, jumps a lot, etc.) or of perceived health issues.
- 10.) Do not walk dogs if the outside temperature is 90 degrees or higher if an animal is recovering from surgery, or if a dog is larger than you can handle. Heed all posted signs.
- 11.) If you want to bathe a dog ask a staff member to make sure it is OK. If you choose to brush a dog please clean up and dispose of hair in trash receptacles. A staff member will show you where the tub and supplies are located.

