

VOLUNTEER ACTIVITIES

The program allows for volunteers to assist in, but not limited to, the following:

Shelter and Animal Care

- Bathing or grooming adoptable animals
- Cleaning animal housing areas
- Walking adoptable dogs
- Socialization of adoptable animals

Administrative Duties

- Various activities such as making copies and off-site adoption event preparation

VOLUNTEER POLICIES AND PROCEDURES

Volunteers are expected to adhere to the policies set out in this manual, the guidelines set out in the BCAS Manual of Standard Operating Procedures, and the direction of department staff. If you have suggestions for improvement, you are encouraged to bring them to the attention of a supervisor. We are always looking for ways to improve.

1. **Age:** All volunteers must be 18 years or older to volunteer at the Baldwin County Animal Shelter.
2. **Attendance:** All volunteers are to sign in at the front office when they arrive at the shelter. If you have not already arranged your activities for the day with shelter staff, an assignment will be provided. A BCAS staff member will work with you to prepare a schedule convenient for you and helpful to the department. Our staff always appreciates any hours you are able to work.
3. **Proper Attire:** Please keep in mind that you will be working with animals and wear clothing both suitable for such work and also presentable to the public. Clothes should be clean and neat. Please do not wear suggestive or distasteful tee shirts, caps, shorts, etc. Shoes should be closed toed. Pants should be worn.
4. **Conduct:** While you are a volunteer at the shelter you are expected to extend a positive, courteous and friendly attitude to the staff and our patrons. All workers at the BCAS, whether paid or volunteer, are expected to conduct themselves in a professional, courteous manner with the public, the animals, and their coworkers. All volunteers are to be supportive of the BCAS and its staff. Any disruptive, negative, or rude behavior will not be tolerated. This requirement encompasses volunteer behavior both on and off shelter property as it relates to representing the shelter or sharing information related to the shelter. Please be mindful of any shelter (to include both staff, property, and animals) information, pictures, videos, etc. that you share, whether by word of mouth, social media,