

Dog Packet

Signing Up To Volunteer

We are so fortunate to have many volunteers! We have devised a schedule that will allow as many people as possible to volunteer without crowding any one area and also trying to let you know when there is a need for volunteers.

We are not requiring set weekly shifts, but ask that you sign up online no later than the night before you want to come in. If you don't have access to a computer, please call and leave a message with the days/times you want to volunteer. We need 2 business days' notice for scheduling made via the phone.

How it works:

- Each shift is set up for 1-4 volunteers depending on the number of dogs.
- A parent/jr. volunteer combo, or a volunteer/assistant combo count as 1 volunteer.
- For adults, there isn't a limit on the number of hours you can volunteer each day.
- For minors, there are state required weekly limits:

	Hours a Day	Hours a Week
11-15 year-olds		
School Weeks	3 hours (8 hours Sat.-Sun.)	16 hours
Non-School Weeks	8 hours	40 hours

16-17 year-olds		
School Weeks	4 hours (8 hours Fri.-Sun.)	20 hours
Non-School Weeks	8 hours	48 hours

- Signups are done online and you will receive the access information after your hands-on training.

If you have questions, please contact the Volunteer Coordinator at volunteer@jointanimalservices.org or 352-2510 x1009.

VOLUNTEER DOG ROOM DUTIES

ALWAYS CLEAN YOUR HANDS AFTER EACH DOG YOU TOUCH!

Our goal is to keep the dogs safe and healthy.

WE NEED TO ENSURE OUR VISITORS AND DOGS ARE SAFE. If you need help, please notify another volunteer in the room, or the front office staff.

If someone wants to meet a dog, take the dog to the Get Acquainted Area and monitor the interaction between the visitors and the dog. (If there is an age restriction on the dog, all visitors must be over the posted age. If a visitor is under 16, they must have a parent/guardian with them.)

If the dog is becoming stressed or agitated, please let the visitor know that the dog needs a “time out” and return the dog to the kennel. Lock the kennel, place a “time out” card on each door, and fill out the dry erase board (Sink Room).

1st Priority:

- Clean any kennels that need it.
- Keep kennels properly set up with 1 full water bowl on each side (or 1 full water bucket), 1-2 Kong toys, and 1 neatly laid out blanket on 1 side (even if there are 2 dogs).
- Squeegee water off the aisle and put out a wet floor sign.
- Keep get the Get Acquainted Area clean.

2nd Priority:

- If dog is gone, remove blanket, bowls, toys, leashes, and hand towel, then rinse it, and hang “Needs Sanitizing” tag on kennel.
- Make sure breed sheets are on the kennels. (located in Sink Room)
- Clean disinfectant dispensers and the doors (including the walls around them) leading in and out of Dog Adoption, Get Acquainted Area, and Sink Room.
- Empty the poop cans if they are around half full. Place the contents in the trashcan in the laundry room. (Replacement bags are in the Sink Room.)
- If the tool disinfectant water is murky (and you’re 16+), please replace it: Put on the safety glasses (located in the Sink Room) then dump and rinse out the container; refill with water and chlorhexidine (located in Sink Room) - 2 squirts for the tub in the Get Acquainted Area and 4 for the inside tub.
- Make sure clean blanket bucket is full. (located in Sink Room)
- Dust the tops of kennels and the ceiling air vents.

3rd Priority:

- Socialize/train dogs
- Walk dogs (see instructions in Sink Room)
- Brush dogs (please clean brush after each dog)

Questions?

Ask Chandra or
another Staff Member

Near Closing:

Make sure all kennels are clean and water dishes are full.

How To Clean A Dog Kennel

REMEMBER: Once a cleaning tool has touched a kennel or aisle floor, it must go back into the disinfectant before being used again!

- 1) Move dog(s) to one side and lower divider.
- 2) Remove blanket
 - If it's wet or dirty: shake out waste and debris into the kennel and immediately put the blanket in the laundry room. If it's still dripping, grab a clean blanket and wrap it around the dirty one while you transport it.
 - If it's reusable: hang it over the top of the kennel while you're cleaning the kennel.
- 3) Remove any solid or semi-solid objects (feces, vomit, diarrhea, ripped up blanket pieces) with the scoops and place in poop bucket. Take scoops back to kennel and hose off before returning to the disinfectant bucket.
- 4) Dump the water from the water bowl and rinse. Hang the bowl on the kennel door with the binder clip.
- 5) Hose from front to back of kennel (the back of the kennel is a drain). If the sides of the kennel are dirty, make sure to clean them as well.
- 6) If needed, use scrub brush to remove stubborn spots and then re-rinse with hose. Hose off the bottom of the scrub brush before putting it back in the disinfectant.
- 7) Squeegee toward the back of the kennel until puddle free.
- 8) Replace blanket or get new one if blanket was soiled.
- 9) Refill water bowl.
- 10) Open divider and allow dogs back over. Clean other side if needed.

Wash your hands after each kennel you clean.

DOG WALKING RULES

Who Can Be Walked:

- Dogs over 6 months of age who are wearing a martingale collar
- Dogs who don't have a finalized adoption (purple or pink paper on kennel)
- Dogs who aren't on behavior or health watches

How To Walk A Dog:

- Pick a dog you can handle (use the Get Acquainted area if you have any doubts)
- If more than 1 dog is in the kennel, separate the dogs by using the kennel divider
- Use the clip-style leash in the black plastic bin
- Make sure the martingale collar is appropriately tightened
- Keep the dog within a foot of you until you're out to the grassy area
- Take multiple poop bags with you. Bags are in the brown stand at the head of the trail. If empty, refill it after you've returned the dog to the kennel.
- Keep at least 6 feet of distance between you and any other dog
- As you return to the Shelter, keep your dog within a foot of you
- Return the dog to her/his kennel and re-open the divider
- Write the date and time you walked the dog on the BACK of the cage card

Other Dog Walking Rules:

- Only current volunteers are allowed to be out of the Shelter with a dog
- Minors must be with another volunteer (14+) on the trail (14-17 year olds can go to the head of the trail by themselves, but not past the poop can)
- There should be more adoptable dogs in the adoption area than there are on a walk
- Walk only 1 dog at a time
 - If you want to walk a dog with another volunteer, you may each take a dog IF the 2 dogs share a kennel

Many of our dogs have limited experience being walked on a leash, so please be patient with them and don't jerk the leash!

How-To Hold a Leash

Every time we interact with a shelter dog, one of us is training the other. When we allow the dogs to lean into their collars and drag us along by the leash, the dogs are training us to go wherever *they* choose. And holding the leash improperly (wrapped around the hand) can result in hand or wrist injuries.

Good leash skills can help you walk dogs safely and teach them good leash manners. Here's how to hold a leash in a way that gives you more control and more safety.



- Slip your thumb through the handle of the leash and close your hand. For dogs who don't pull, this is normally all you need to do once you are on the trail.

- When you're walking the dog to or from the trail, or if you have a dog who pulls when you're on the trail, you need to keep the dog closer to you. This is when you'll loop the leash over your thumb, and then fold it a few times in your hand until you have the length of leash you need.



- For maximum control and safety, make sure the leash is coming out of the bottom of your hand (near your pinkie finger).

- For a dog who is getting overexcited, a shorter leash will give you more control.

- If you stop to talk to someone or give the dog a break, hold your hands together as though you're holding a baseball bat, braced against your belly button, so the dog can't pull you around.



- If the dog is pulling hard, simply point one hip in the direction of the pull, with your legs shoulder length apart. The dog will not get any give in the leash and will likely stop pulling.

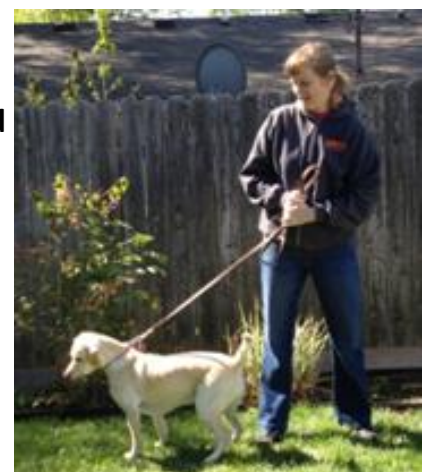
- If you need to give the dog more leash, you can easily open and close your hand, keeping your thumb through the loop. All of the accordion folds will drop out of the leash, giving the dog the full length of leash, while you still maintain your hold.

- Practice doing the fold until you can do this quickly and efficiently.



If a dog pulls and you bend and give, he will be encouraged to pull harder.

If he pulls and encounters firm resistance, he will give up pulling more quickly.



OFF-LEASH FENCED AREA RULES

Who Can Go In:

- Same dogs and volunteers as posted on the Dog Walking Rules
- If the dog has a kennel tag saying it can't be off leash, you can use the long line in the base of the bench.
- 1 dog in the area at a time unless you take a dog with another volunteer AND they are 2 dogs that share a kennel

Getting In:

- There is a double gate entry. Never have more than 1 gate open at a time and make sure you shut each gate as soon as you pass through.

In the Fenced Area:

- Dogs (excluding those with a no off leash tag) can be off leash inside the fenced area (past the double gate)
- **NEVER LEAVE A DOG UNATTENDED!!!**
- If your dog is a jumper, please use the really long leash that is in the base of the bench. It will give extra security, but still allow the dog to run.
- You MUST immediately pick-up after any dog you take into the fenced area! The poop bags are in a bin by the gate. If the bin is empty, get more bags from the hall closet.
 - Take used bags to the trash can at the trailhead when you leave
- If another volunteer has a dog to take in, please limit your time to 5 min.
- There is a bucket of clean tennis balls in the fenced area. When you are done playing with a ball, place it in the used toy bucket.
 - When the dirty bin is getting full, return the mesh bag and dirty balls to the laundry room.
 - Bring a new mesh bag out to replace the one you just took inside.

Returning to Dog Adoption:

- Follow the Dog Walking Rules to take a dog back to its kennel
- Make sure your dog has fresh water in the kennel when you drop it off
- Write the date and time you took the dog on the BACK of the cage card
- Help any visitors; make sure all the top priorities are taken care of; do one item from the 2nd tier priorities before taking out another dog.

Dog Type Characteristics (based on AKC Groups)

This list is intended to give you the beginning understanding of dog breeds. It is by no means all-inclusive or saying that all dogs in one group will fit all the characteristics. We have several more books on dog breed information that you can check out to learn more.

Dog Type & Sample Breeds	Bred For	Implications for Adopters
Herding – Australian Cattle Dog, Australian Shepherd, Bearded Collie, Belgian Malinois, Belgian Sheepdog, Belgian Turvuren, Bouvier, Collie, German Shepherd, Old English Sheepdog, Shetland Sheepdog, Welsh Corgi, etc.	<ul style="list-style-type: none"> • <u>Control herd movement</u> • Quick, agile • <u>Cunning, quick thinking</u> • Independent thinker 	<ul style="list-style-type: none"> • <u>May nip</u> • <u>May chase or herd pets and kids</u> • <u>Anticipate human actions</u> • <u>Easy to run away</u> • <u>May think faster than the human</u> • <u>Needs intellectual stimulation as well as physical exercise</u> • <u>May become obsessive or neurotic if not given a job to do</u>
Hounds – Afghan, Basenji, Basset, Beagle, Bloodhound, Borzoi, Coonhound, Dachshund, Foxhound, Greyhound, Irish Wolfhound, Norwegian Elkhound, Rhodesian Ridgeback, Scottish Deerhound, Whippet, etc.	<ul style="list-style-type: none"> • <u>Fast running</u> • <u>Track prey by sight or scent</u> • <u>Scent hounds have melodious voices</u> 	<ul style="list-style-type: none"> • <u>Need exercise</u> • <u>May kill small mammals (cats, squirrels, etc.)</u> • <u>May run when they pick up a scent or sight</u> • <u>Not “wired” to return home after a hunt</u> • <u>Need a fence – prey have no boundaries!</u> • <u>May bark or howl</u>
Sporting – Brittany, Pointer (German Shorthaired or Wirehaired), Retrievers (golden, Labrador, etc.), Setters (English, Irish, Gordon, etc.), Spaniels (Clumber, Cocker, English Cocker, English Springer, etc.), Visla, Weimaraner, etc.	<ul style="list-style-type: none"> • <u>Point out prey</u> • <u>Retrieve prey (in mouth)</u> • <u>Sturdy, don’t mind pain/cold</u> 	<ul style="list-style-type: none"> • <u>May focus on birds while on walks</u> • <u>May be softer mouthed than other breeds</u> • <u>May be easy to exercise by throwing a ball; may be “ball crazy.”</u> • <u>May seek out ponds to play in</u>

Dog Type & Sample Breeds (cont.)	Bred For (cont.)	Implications for Adopters (cont.)
<p>Terriers – Airdale, American Staffordshire Terrier, Australian Terrier, Cairn Terrier, Fox Terrier, Jack/Parson Russell Terrier, Scottish Terrier, West Highland White Terrier, etc.</p>	<ul style="list-style-type: none"> • <u>Working</u> • Go to ground • <u>Kill vermin</u> • Fight (massive jaws, fearless) 	<ul style="list-style-type: none"> • High energy • Love to dig • <u>May alert to (lose mind over) squirrels, cats, raccoons, possums, etc.</u> • <u>May kill small animals</u> • <u>May fight with other dogs, family</u> • <u>May be single-minded (“stubborn”)</u>
<p>Toy Group – Brussels Griffon, Cavalier King Charles Spaniel, Chihuahua, Chinese Crested, Havanese, Italian Greyhound, Japanese Chin, Maltese, Miniature Pinscher, Papillon, Pekingese, Pomeranian, Toy Poodle, Pug, Shih Tzu, Silky Terrier, Toy Fox Terrier, Yorkshire Terrier, etc.</p>	<ul style="list-style-type: none"> • <u>Companionship</u> • Some are brachicephalic (smushed in noses) 	<ul style="list-style-type: none"> • <u>May prefer to be around people more than other animals</u> • <u>May experience high anxiety when left alone</u> • Can overheat easily; may not tolerate extended exercise, especially in heat • Regarding children: <i>small dogs are not always safe around children</i>. They may injure easily due to their small size, and they may nip to protect themselves.
<p>Non-Sporting – American Eskimo Dog, Bichon Frises, Boston Terrier, Bulldog, Chow, Dalmatian, Lhasa Apso, Poodles (miniature and standard), Schipperke, Shar-Pei, Shiba Inu, etc.</p>	<ul style="list-style-type: none"> • <u>Some do not shed</u> • Self-thinkers • <u>Some bred for protection</u> 	<ul style="list-style-type: none"> • <u>May help people with allergies</u> • <u>Non-shedding = extra grooming (haircuts)</u> • Do not necessarily take direction well (“stubborn”) • <u>May bark</u> • <u>May defend home aggressively</u>
<p>Working – Akita, Alaskan Malamute, Bernese Mountain Dog, Boxer, Bullmastiff, Doberman Pinscher, Great Dane, Great Pyrenees, Mastiff, Newfoundland, Rottweiler, St. Bernard, Samoyed, Siberian Husky, etc.</p>	<ul style="list-style-type: none"> • Many come from northern climate • <u>Some were bred to work with people</u> • Some were bred to work alone or in groups of other dogs • <u>Long-distance runners</u> 	<ul style="list-style-type: none"> • Thick, heavy coats require lots of brushing • Like to dig • <u>May be cooperative with people</u> • May care about/attend to humans less than other dogs • May be independent and strong-willed • Do best with on-going training • <u>Need plenty of exercise</u>