



## Mitchell County Animal Rescue Volunteer Guidelines and Safety Procedures

**Our Mission:** MCCAR is a non-profit organization devoted to the rescue and care of abandoned and otherwise unwanted animals. Our primary goals are the promotion of spaying and neutering for all pets, leading to the reduction of stray animals and education of future generations in humane treatment of animals.

**Volunteering:** Thank you for choosing to volunteer here at MCCAR! Your efforts will not only help animals we care so deeply about, but provide you with a sense of accomplishment gained by providing a worthwhile service for those who have no voice in our society. You must complete our training orientation, so that you will know what to do and how to do it. If you have questions or comments please contact our volunteer coordinator Dylan Carrol at [dylan@mitchellcountyanimalrescue.org](mailto:dylan@mitchellcountyanimalrescue.org). Check our website at [mitchellcountyanimalrescue.org](http://mitchellcountyanimalrescue.org) for our current hours of operation.

**Youth Volunteering:** You must be at least 18 years old to volunteer without parent/guardian approval. Youth 12-14 years old need parent/guardian written permission (signature on application) and parent/guardian must participate in the volunteer orientation training with their child. After training, youth 14 years or older are welcome to volunteer without parent or guardian. However, parents/guardians are responsible for youth actions, if they cannot handle their duties as a volunteer responsibly they will no longer be allowed to volunteer without supervision. Youth under the age 14 are not allowed to volunteer without parent/guardian with them at all times.

### **Rules for youth under the age of 14:**

- The adult is the primary volunteer with responsibility for the task that has been given.
- Youth and parent/guardian must have a signed waiver on file.
- Youth must be under the adult's supervision at all times, and follow instructions given by shelter staff.
- Youth should not be rowdy or loud.
- Youth cannot be alone with any animal at any time.

- When working with dogs, adults must maintain control of dog at all times (youth may not hold leashes)

If you have any questions or comments about youth volunteering please contact the volunteer coordinator at [dylan@mitchellcountyanimalrescue.org](mailto:dylan@mitchellcountyanimalrescue.org).

**Upon Arrival:** Arrive and enter the shelter through the front door. Sign in and out in the book provided for this. Wear clothes that are appropriate, that you wouldn't mind getting dirty. Keep to your work station and stay out of the off limits areas, which include the lab (unless bathing animals or staff tells you otherwise) and the quarantine area (unless staff tells you otherwise). Upon arrival check the "volunteer information" board in the lobby and ask staff if there are any animals that shouldn't be handled or messed with.

**Dress code:** Volunteers need to be wearing appropriate clothes, which includes sturdy, closed-toed shoes. No flip-flops are allowed. No short shorts or skirts or dresses. No hanging jewelry. Please note these rules are for your safety.

**Cell phone:** If you're volunteering your time, please use it on the animals and not your cell phone. Use for emergency only.

**Equipment:** Equipment must be stored properly. Clean up after yourself. Hoses and other cleaning equipment and utensils must be kept clean and properly stored when not in use. The scoopers, squeegees and scrub brooms must be kept stored in designated areas. Locks must always be secure in appropriate cages. Damaged equipment is to be taken out of service and the staff needs to be notified.

**Please Do Not:**

- A. Involve yourself with an owner's request for services, including euthanasia, turn-in of an animal, adoption socials or other business bring handled by staff unless requested.
- B. Ask for special consideration in adopting an animal for yourself.
- C. Bring your own pets to the shelter without approval.
- D. Let public handle shelter animals or go into kennels unless you are instructed to do so by staff.
- E. Smoke in any area of the facility or in areas accessible to the public.
- F. Be under the influence of illegal drugs or alcohol, or the possession of weapons or firearms on the property.

G. Commit any act of violence or harassment against another volunteer, staff member, donor, or member of the public, including online harassment, fighting, horseplay, wrestling, dangerous practical joking, throwing objects, or use of abusive language at any time.

***Volunteers who disregard rules and regulations will be asked to leave.***

**Medical Issues:** If you have any medical issues that would affect your duties as a volunteer, such as pregnancy, allergies, etc. Please notify a staff member or the volunteer coordinator. This is for your safety, which is our first priority.

**Accidents/Injuries:** ALL ACCIDENTS OR INJURIES MUST BE REPORTED TO STAFF. When animals are involved accidents do happen. Bites and scratches should be washed in soap and water, scrubbed with antiseptic solutions, bandaged and reported to staff. If an animal gets loose or escapes from lead notify staff immediately, if the animal seems fearful, do not try to catch. Allow staff to proceed.

**Requirements to stay a volunteer:** Volunteers must put in 25 hours a year to remain status as a current volunteer. If a volunteer doesn't meet the hour requirements they must retake the volunteer orientation training upon return. Volunteers must follow rules, as they represent MCAR. Failure to do so may lead to termination as a volunteer.

### **Dog Guidelines:**

#### **Important things to remember when walking a dog:**

- Check volunteer info board in lobby to see who needs to walk or needs attention the most.
- Children under the age of 12 are not allowed to walk dogs. A parent/guardian may walk the dog and children are welcome to interact with the dog. Children under 12 can, however, take small puppies into the fenced in area for playtime and exercise if the staff approves.
- Dogs cannot be walked past the pond at the end of the property, or up the Batch Company's driveway (nothing passes the gate).
- It's important to know your own boundaries; if a dog is too big for you to handle, or intimidates you, don't try to handle it.
- If you choose to take a dog out of its kennel for any reason please be sure to return it back to the kennel it was in.
- Do not enter dog quarantine at any time, unless staff has instructed you otherwise.
- When working with a dog be attentive to any problems and notify the staff. For instance: behavior issues or health problems.

- Keep dogs from touching noses if they are not cage mates or walking buddies.

### **Puppy Play**

This may require the bathing and cleaning kennels. You may want to sit in kennel with puppies and play or take a puppy outside on a leash to play. It's good for puppies to learn how to walk on leashes. Always ask permission before bathing puppies.

### **Bathing**

The bathtub is in the lab, this area houses quarantined cats/dogs. Do not touch any animals in the lab. The animals in the lab are quarantined for a reason, it could jeopardize their health and the health of others. Always ask permission before bathing any animal. Sometimes after an animal has surgery, they can't get wet due to the incisions made. Also in cold weather they can become chilled very easily and staff may not want to risk this. Choose a dog that you are comfortable handling, have towel and shampoo (make sure it's actually shampoo) bottle ready before bringing the dog into the lab. Place leash around neck then attach leash to the tub. Make sure temperature is right, not too cold or hot. Try not to get shampoo in ears and eyes.

### **Cat Guidelines:**

- Read volunteer information board in the lobby to see if anyone needs extra attention or doesn't need to be handled.
- Keep door between lobby and lab shut if you're planning on leaving any cats out of their cage.
- Sanitize hands before, between, and after handling each cat.
- Let only one cage of cats out at a time. They can run and play around the room. Groom and cuddle while being out.
- Brushes, treats, and toys are available in the cabinet. Only give cat two to three treats. **NO MORE THAN THREE.**
- Only clean cages if staff have instructed you to do so.
- Please notify staff if you notice any problems with the animals.

### **Other Animal Guidelines:**

Other animals you might encounter at the shelter might include horses, pigs, goats, rabbits, hamsters, birds, etc. At times we do have these types of animals at the shelter. For safety reasons, always be sure to ask staff before interacting with these animals. Every animal is different, even if you've had experience.