

Title: TRAINING FOR DOG IN-HOUSE AND FOSTER VOLUNTEERS

SOP NUMBER: SHELTER SOP #

EFFECTIVE DATE:

REPLACES/RESCINDS:

I. PURPOSE

The purpose of this Standard Operating Procedure is to outline volunteer training protocols and procedures for both the dog volunteers in house and offsite. (Foster and event volunteers)

II. POLICY

Mandatory training must be conducted for all volunteers who work with the dogs both in house and offsite for the safety of the dogs and the volunteers.

DEFINITIONS

Blue dot walkers-Dog kennel volunteers who have been here for more than four months and have demonstrated the skills to walk the leash-reactive, mouthy, fearful, etc. dogs and have had additional one on one training with dog trainer or blue dot mentor.

Mentor-experienced volunteer who has been active in their area for more than six months and has shadowed another mentor session, teaches, coaches and is the contact for new volunteers. Leads a one on one session with every new volunteer for two hours to teach all aspects of the volunteer job.

Easy walk harnesses- brand of harness that leads from the chest so a dog pulling on the leash is redirected in the opposite direction.

Starmark training collars- Brand of plastic training collar that pinches as it tightens. Used only on the extreme pullers, and gradually use is discontinued as dog responds to training.

III. PROCEDURE

REQUIREMENTS TO BE A VOLUNTEER:

- All volunteers attend a general Shelter orientation and tour after submitting an online application. Background check forms are collected and a criminal history check is done.
- Dog kennel volunteers and dog foster volunteers must attend a mandatory dog kennel orientation. The dog kennel orientation is a more detailed picture of the shelter and the rules to adhere to while volunteering here concerning the handling of the dogs and all safety aspects of the shelter (included in SOP #10 – Volunteer Safety)
 - The volunteer applicants work with a mentor in a small group (3-5 applicants per mentor) taking dogs in and out of the kennels and exercising them on leash and off leash in the pens.
 - Instructions are given on how to get the dogs in and out of the kennels safely and how to move a dog around the building and outside on leash.
- Mentor session is next, volunteers work one on one with a mentor for two hours or more to cover all items listed on DOG MENTOR SHEET (addendum #1)
- Volunteer reads the volunteer manual, (addendum #2) signs and returns the acknowledgement statement (at back of manual) that they have read it and then they receive the login information to vicnet to sign up for volunteer hours. Fosters read the foster manual and sign the acknowledgement statement (at the back of the manual) that they have read it.
- Volunteer agrees to maintain six hours a month minimum and join facebook group. Foster agrees to join facebook group.

REQUIREMENTS TO BE A “BLUE DOT” WALKER:

- Must be an active in house (six hours a month or more) volunteer for four months
- Must attend power point and hands on training led by a staff member
- Must do a one on one session with a blue dot mentor

CONTINUING TRAINING:

- Mandatory training for volunteers : How to Show an Animal
- Monthly training sessions offered by professional dog trainers, staff, groomers, and volunteers on all aspects of dog care.