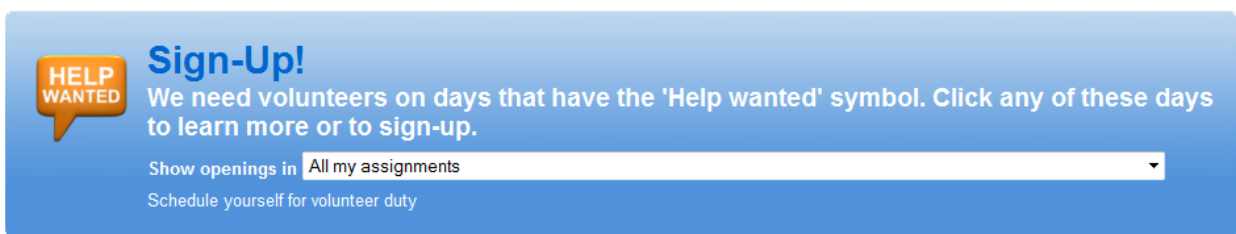


How to Sign Up for a Junior Volunteer Position from Home


1. Go to the home page of HSHV's Website: www.hshv.org
2. Click on the link at the very bottom of the page that says, "Volunteer Login"
3. Log in using your email address and password. Your default password is your hshv2018, which can be changed once you log in. If you forget your password at any time, please use the "forgot password" link to create a new one.
4. Once you have logged in, read the important updates on the home page.
5. To sign up for a volunteer shift, click on the "My Schedule" tab. This will bring you to a calendar page. Any date that has a "Help Wanted" sign means that there are shifts available for you.



You can also use the drop down menu at the top of the calendar to search for openings on a specific volunteer assignment.

A blue banner with a white border. On the left is an orange speech bubble icon with "HELP WANTED" in white. To its right, the text "Sign-Up!" is in large blue font. Below that, in white, is "We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up." At the bottom, it says "Show openings in" followed by a dropdown menu showing "All my assignments" and a small downward arrow. Below the dropdown, in smaller white text, is "Schedule yourself for volunteer duty".

HELP WANTED **Sign-Up!**
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.
Show openings in All my assignments
Schedule yourself for volunteer duty

6. Click on which date you would like to volunteer. Read the available jobs/times for that day. When you decide on a position, click the green "Schedule Me!" button. 
7. You will be asked to confirm the position. After you confirm, the position will show up on your calendar under the "My Schedule" tab.
8. If you wish to remove yourself from that position, go to that specific day and click the red, "Remove Me" button. You may do this up to 36 hours before your scheduled job. **If you need to remove yourself less than 36 hours from the time your scheduled job starts, you will need to email humaneed@hshv.org to let us know.**

VIC Log-In Concerns/Questions

For questions regarding the usage of VIC, signing up for jobs, job descriptions and availability please contact our Director of Volunteers and Humane Education, Karen Patterson, at karenp@hshv.org.

What to wear

- **Name tag**: Make sure you have your nametag on each time you volunteer. If you forget yours, please use one of the temporary ones located next to the VIC computer. Please email us at humaneed@hshv.org if you need a new one.
- **JV T-shirt** Make sure you have your Junior Volunteers shirt on each time you volunteer. If you wish to purchase an additional JV shirt (\$10, you may purchase one from the front desk.
- **Closed Toe Shoes**: Please remember to always wear closed toed shoes. If you arrive without them, we will ask you to return home to change shoes.

Please remember:

- If you sign up, show up! We are counting on you! ☺
- Volunteers are asked to sign up for no more than 1 animal handling shift (dog/cat/small mammal comforting or visitation) and no more than 2 total shifts per day. This is primarily to prevent burnout in our volunteers but also leaves space available for other JV's to visit.
- Only trained HSHV volunteers can assist with you while volunteering. Please do not bring family members or friends when you volunteer. (Parents who wish to accompany you to offsite events for safety reasons are welcome to).
- Cell phones are not permitted at any time while volunteering! Please keep them in your pocket to use for emergencies or after volunteering.

Available Junior Volunteer Positions

Below you will find the available Junior Volunteer Positions. Shifts are usually done in 1 1/2 hour increments unless it is a special event. Only assignments for which you have been trained will show up on your calendar.

<u>Volunteer Position</u>	<u>Times Available</u>
Shelter Cleaning	12-6 (or 5pm on weekends)
Adult Dog and Puppy Visitation (1 shift per day maximum)	10:30-6pm (or 5pm on weekends)
Cat and Kitten Comforting (1 shift per day maximum)	11-6pm (or 5pm on weekends)
Cat Feeding	8:00-9:45am and 3:45-5pm
JV Dog Enrichment JV Cat Enrichment	Weekday and weekend shifts
Offsite Events	As needed
Humane Education Events	As needed

*** Times subject to change at any time. Additional times are available during the summer months****

JV PAW 2 Level

Once a Junior Volunteer has put in at least 25 hours of volunteer time, he/she will advance to a JV Paw 2. Once a JV reaches Paw 2, he/she may attend additional trainings to start volunteering in new roles in the shelter. A JV who reaches Paw 2 will receive an email once the requirements are met and will be able to sign up for trainings on VIC. Some new volunteer roles require an attending a training class (usually an hour to an hour and a half), which is free of cost and offered bi-monthly.

JV Paw 2 Volunteer Roles

JV Foster Family:

Help HSHV care for animals by becoming a JV Foster family. You will need the permission and support of your parents/guardians and your family will need to attend a JV Foster Volunteer orientation class. You can foster any animals who are approved for your family, which is determined by our Foster Coordinator.

JV Paw 2 Small Mammal Comforter

In this role, you will work with the small mammals at HSHV, such as rabbits, ferrets and hamsters in our small mammal room.

JV Paw 2 Read to Dogs Volunteer

Dog JV's will work with dogs in our adoptable area to help them become used to having a calm human presence.

JV Paw 2 Cat Comforting

Cat Comforter JV's will work with our JV Paw 2 Approved cats in Uptown and Downtown areas to help them feel comfortable, safe and loved.

JV Crossover Training (for JV Paw 2's)

Volunteers will be able to train to work with dogs AND cats after becoming a Paw 2 volunteer.

Cat Feeding - Tiny Lions Lounge and Adoption Center (for JV Paw 2's)

JV's report to Tiny Lions at 5245 Jackson Rd. to feed cats at our cat café. No additional training required, open to all JV Paw 2's.

Cat Enrichment Toy Making - Tiny Lions Lounge and Adoption Center (for JV Paw 2's):

JV's report to Tiny Lions at 5245 Jackson Rd. to make toys for the kitties at our cat café. No additional training required, open to all JV Paw 2's.

The 90 Day Inactive Rule

After completing the JV program, we hope to see you back in the shelter to volunteer. Ideally, we would like to see you for **4-6 hours or more each month**. However, we realize that there may be times where you are unable to come in due to family situations or extracurricular activities. **If you expect that you will not be volunteering for more than 30 days please notify our Humane Education Department at humaneed@hshv.org so we can make a note in your account.**

If for some reason you are unable to volunteer for more than 90 days (approx. 3 months) and you do not contact us, your account will become inactive. When you are about to become inactive, we will send you an email notification to let you know. This will give you time to come in and volunteer and prevent your account from being marked as inactive. Once your account becomes inactive you will not be able to log in to VIC and sign up for volunteer positions. Due to the constant changes in procedures, policies, etc., if your account becomes inactive, you will be required to attend some or all of the next JV sessions before volunteering again. **If you are inactive for more than 6 months, you may be required to register and pay for another session of the JV Program before being allowed to volunteer again.** We do not make any exceptions to this rule, so please be sure to keep us posted on any major changes in your schedule. Our primary goal is to create a safe and positive volunteer experience for you and we want to be sure that you are up to date on all of our safety policies and procedures.

Communication:

Communication from HSHV is done primarily through email. We will use the email address on your VIC account, so please keep that up to date. This is how you will receive notifications regarding assignments, any cancellations, inactive notices, etc.

Volunteer Time

It is very important that you ALWAYS schedule yourself before volunteering! Please also remember to arrive no more than 10 minutes prior to your scheduled start time and arrange to be picked up promptly when your shift comes to an end. To help prevent volunteer burnout, we also ask that volunteers come in for no more than two total shifts per day and no more than one animal handling shift per day.