



SALEM
ANIMAL RESCUE
LEAGUE

4 SARL Drive • Salem, New Hampshire 03079

Phone 603-893-3210

Fax 603-890-8717

www.sarlnh.org

Dear Pet Lover,

Thank you for your interest in volunteering at The Salem Animal Rescue League (SARL). Without the support of people like you, we would not be able to help the thousands of animals who come to our shelter every year. At SARL, volunteers and staff work together to ensure that every dog and cat is ready for the loving home they serve.

We have many different options available for volunteers, and this packet is designed to help you decide which program is right for you (and yes you can choose more than one). Every new volunteer must attend an orientation and go through training, but some programs require more training and a bigger commitment than others. For example, K9 volunteers must complete an orientation and initial training session, and “shadow” a current volunteer or staff for 5 shifts before they begin working on their own, while most other programs require a lot less training and much more flexible.

Please look over our Frequently Asked Questions and Volunteer Job Descriptions. If you like what you see and want to take the next step to becoming a volunteer, fill out the online volunteer application. We will be happy to answer any questions you might have before deciding to apply.

Every application is responded to in the order it was received. Wait time will vary depending on the applications ahead of you, and how your availability and interests compare to our most current needs. If we do not have an opening for the position(s) you are applying for, we will keep your information on file until something opens, no matter how long that might be.

Sincerely,

All the Staff, Board of Directors & Volunteers



SALEM
ANIMAL RESCUE
LEAGUE

4 SARL Drive • Salem, New Hampshire 03079

Phone 603-893-3210

Fax 603-890-8717

www.sarlnh.org

Frequently Asked Questions

Q: *How do I become a volunteer?*

A: The first step is to complete the online volunteer application. You will receive an email from our Volunteer Manager with 1 week (email: volunteer@sarlnh.org). If we have available shifts that match your availability, you will be invited to attend an orientation and initial training session. Accepted applicants will then begin “shadow” shifts where they learn by observing another trained volunteer or staff member.

Q: *What do volunteers do at Salem Animal Rescue League?*

A: Most of our volunteers work in the Cat Care & Cleaning, Dog Walker & Kennel Cleaning, Fundraising and Marketing, Foster Care (separate application), Office Assistance, Building Maintenance / Landscaping or Community Outreach.

Please see the Volunteer Job Descriptions for further details on each program’s responsibilities.

Q: *How much of a commitment will I be required to make?*

A: All volunteers are asked to commit to 4 months of service. Shifts are typically 1-3 hours long and are only available at certain times throughout the week. Please review the Job Descriptions on the next page for each program’s specific requirements.

Q: *How old do I have to be to volunteer?*

A: Volunteers must be 16 years of age to volunteer (21 years of age to work in Kennel) at our shelter. Younger folks are encouraged to get involved in community outreach as Shelter Ambassadors; please have your parent or guardian call the Volunteer Manager for more information or see our list of Volunteer Positions.

Q: *I have a community service project due. Can I fulfill my requirement at SARL?*

A: Most community service projects are too short-term to be fulfilled at our shelter (for example, Kennel Volunteers must be able to make a minimum six-month commitment), but outside projects, like organizing donation drives for items on our wish list, are often a perfect fit for projects that only require a few hours. Our Volunteer Manager can help you come up with a plan that will work for everyone.

Q: *Can I come in just to play with the puppies and kittens?*

A: Taking care of animals is a LOT of work and socializing them is one small part of a big job. We need to provide for their physical wellbeing first, and that means cleaning up after them and making sure all our adult dogs have been walked before we have time play with any of the animals. We hope that volunteers will be able to spend some of their time socializing during each shift, but that is not always the case.

Q: *My schedule is unpredictable, and I can't guarantee availability. Can I still volunteer?*

A: A volunteer’s options will be limited to their availability. Some positions require a structured commitment, whereas others (Community Outreach) are much more flexible. Whatever your availability might be, there is a volunteer program to fit your schedule and interests; please contact our Volunteer Manager to discuss your options.



4 SARL Drive • Salem, New Hampshire 03079

Phone 603-893-3210

Fax 603-890-8717

www.sarlnh.org

Volunteer Position Descriptions

Dog Walker & K9: Our most popular and physically demanding program! Kennel volunteers work closely with our Kennel Staff to help provide over-all care of the dogs. Common duties and responsibilities include:

- Walking adult dogs (usually every 1-3 hours)
- Sanitizing kennels daily and after our animals have been adopted
- Keep dog nutrition rooms stocked with supplies
- Helping with laundry
- Must be comfortable handling dogs and cleaning products; must be able to lift at least 20lbs.

Time Commitment: Minimum of one shift per week; shifts are usually 1-3 hours

Cat Care & Cleaner: Another popular and physically demanding program! Cat Care volunteers work closely with the Kitty City Staff to help provide over-all care of the cats. Common duties and responsibilities include:

- Cleaning up "accidents" and emptying litter boxes daily
- Sanitizing cages after our animals have been adopted
- Helping with laundry
- Keeping cat nutrition room stocked with supplies
- Must be comfortable handling cats and cleaning products; must be able to lift at least 20lbs.

Time Commitment: Minimum of one shift per week; shifts are usually 1-3 hours

Fundraising and Marketing: These volunteers should enjoy working with humans as much as animals, they are often interacting with visitors and members of the community. Duties and responsibilities may include:

- Accepting and organizing incoming donations
- Occasional data entry
- Stuffing envelopes
- Attending events (MUST PROVIDE YOUR OWN TRANSPORTATION)
 - o Set up informational tables, talk about SARL- history of organization, mission etc.

Office Assistance: These volunteers help with various administrative tasks, including:

- Scanning files
- Adding pet pictures to networks for social media/website
- Accepting and organizing incoming donations
- Answering "live" calls and responding to voice messages
- Making follow-up calls/emails to recent adopters
- Helping visitors to find their way around our facility
- Occasional data entry and/or filing

Building Maintenance: These volunteers help with routine maintenance around the facility, including:

- Lawn mowing
- Weed removal
- Snow removal
- Painting / patching
- Cleaning of common facilities
- Must be able to work machinery and lift at least 20lbs

Community Outreach: You can help spread the word about our shelter throughout our local community! This is a great program for folks who don't have much time to spare, but still want to be involved. This program is open to younger volunteers. Each month we receive lots of requests to set up information tables about our shelter at local pet supply stores, community events, service fairs, etc. Community Outreach Volunteers are responsible for representing SARL as "Shelter Ambassadors" and are only asked to commit to one event per month. You must provide your own transportation.