

# Getting Started - Volunteer Welcome Canned Email

Hi \_\_\_!

Thank you for completing general volunteer orientation today. Your volunteer profile has been activated and is accessible through [myVolunteerPage.com](http://myVolunteerPage.com). You can now track your hours, and for some teams you will be able to sign up for specific tasks/shifts. Click [HERE](#) to watch a quick Using MyVolunteerPage.com video.

You will also be able to communicate with key people within APA! at the click of a button ([click here for more info](#)). The [Site Guide](#) goes through a lot of detail.

### Orientation Quiz

Please be sure to review *OPS-VM-FM-General Volunteer Orientation Quiz Answers* to make sure you have the correct information.

## 1. When and where can I volunteer?

### Town Lake Animal Center (TLAC)

1156 West Cesar Chavez, Austin, TX 78703

Adoptions: 11:30 am – 7 pm

Dog Volunteers: 8 am – 8 pm

Cat Volunteers: 11 am – 7 pm

### Tarrytown Adoption Center

3108 Windsor Road, Austin, TX 78703

Adoptions: 12 pm – 7 pm

Volunteers: 10 am – 7 pm

## 2. Next steps

- Sign up for a time to pick up your volunteer T-shirt! Click [HERE](#) to see available times. The calendar will be updated weekly, so if you don't see a time that works for you, check back. Attached is a coupon to receive your t-shirt. Please bring a copy of coupon for pick-up.
- Log your orientation hours ([read more here](#)) so that you (and APA!) can keep track of all your hard work.
- Join the APA! [Facebook group](#) to get up-to-date information on volunteer needs, events, and more.
- Sign up for additional training.

### Getting started with dogs

- Sign up for a Dog Walking Information Session - to learn about all of the dog opportunities at APA! and what TLAC Dog Walking is all about.
- Sign-up on MyVolunteerPage.com for a New Volunteer Training to get started at the Tarrytown Adoption Center with the small dogs and puppies.
- [Learn how to kennel tech](#), then sign up for a shift to help pups get fed and comfortable. (Find out how to sign up for shifts [here](#).)
- Look below for even more dog volunteer opportunities.

### **Getting started with cats**

- Sign up for a shift at the TLAC Cattery; you will begin helping with support opportunities like laundry, bowl washing, and more. As you earn hours new cat opportunities will open.
- Bottle Babies:
  - Check your schedule. Do you have the same 3 week time period available every week?
  - Are you able to work in fast-paced environment, independently?
  - Are you 18 years old or older?
  - Email [bottle-training@austinpetsalive.org](mailto:bottle-training@austinpetsalive.org) to learn more and get into a training class.
- Look below for even more cat volunteer opportunities.

### **Getting started with support positions**

- If hands-on work isn't your preference, or if you just have more time to help out from home, there are lots of teams that could use your help.
- Go to the Contacts tab in [myVolunteerPage.com](http://myVolunteerPage.com) and reach out to any of these teams to find out how you can help: Adoptline, Adoption Follow Up, Dog/Cat/Central Marketing, etc.
- Look below for even more support volunteer opportunities.

## **3. Volunteer opportunities**

### **Dog Program**

- Dog walking: Walk dogs at TLAC & Tarrytown for exercise, socialization, and potty breaks (minimum 2 hours/week commitment). \*Additional training required, must be at least 16 years old.
- Kennel Tech: Feed dogs, do laundry, wash bowls, scoop poop, sort donations, etc.
- Dog enrichment: Clean, stuff, or pass out frozen Kongs (minimum 2 hours/week commitment).
- Parvo ICU: Clean, feed, monitor dogs and puppies recovering from parvo (minimum 4 hours/week commitment). Email [parvo@austinpetsalive.org](mailto:parvo@austinpetsalive.org) to learn more. \*Additional training required, must 18 years old.
- Puppy buddy: Talk with potential adopters about puppies, their needs, and behaviors.
- Matchmaker: Work with potential adopters to match them with their right fit for a dog.
- Maternity: Help clean maternity, walk mamma, and cuddle the puppies. \*Additional training required, must be 18.

### **Cat Program**

- Cattery care: Play with cats at TLAC & off-site catteries. Feed cats, scoop poop, etc. \*Additional training required, must be at least 16 years old.
- Ringworm Ward: Sulfur dip parties on Tuesdays & Fridays. They need socialization too. \*Additional training required, must be at least 18 years old.
- FeLV Adoption Center: Socialize and care for our Felvies. \*Additional training required, must be at least 18 years old.
- Neonatal Ward: Feed and monitor newborn kittens (minimum 3 hours/week commitment). Email [bottle-training@austinpetsalive.org](mailto:bottle-training@austinpetsalive.org) to sign up for a training session. \*Must be at least 18 years old.

### **General/Support**

- Ambassadors: Serve as a liaison between APA! and visitors or in-kind donors.
- Clinic: Assist in reception, recovery, and data entry; answer foster questions; etc. \*Must be at least 18 years old.
- Foster Wellness Clinic: Assist with checking in fosters, updating records or giving vaccinations. No experience necessary. \*Must be 18 years of age.
- Cat/dog marketing: Gather info about our pets, take photos and videos, write bios, and post ads.

- PR/marketing/design: Educate the public about APA! and create promotional materials.
- Volunteer coordination: Answer questions, run orientation, coordinate groups, and more.
- Foster coordination: Screen applicants, post pleas for fosters, help fosters find adopters via Craigslist and more. These are at-home opportunities.
- Adopt@ Line: Work from home by responding to emails and voice messages via Gmail.
- Maintenance: Carpentry, painting, plumbing, electrical, mowing, landscaping, etc.
- IT/systems: Network outages, database maintenance, and hardware support.
- Events/PET Squad: Promote APA! and recruit volunteers by working info tables and booths.
- Development: Fundraising, including grant writing, corporate sponsorships, etc.
- Greeter: Meet the public at TLAC and help them locate pets they are interested in meeting.
- Group hosting: Coordinate groups doing one-time volunteer events, generally on weekdays.
- Foster: Visit [www.austinpetsalive.org/get-involved/foster](http://www.austinpetsalive.org/get-involved/foster) for info and application.

Click these links for important volunteer references:

[Orientation Video](#)

[Orientation Slideshow](#)

Also, see the following documents for other important volunteer references:

- Volunteer Agreement
- Orientation Handout
- Volunteer Handbook

Thanks for joining us, and feel free to email [volunteer@austinpetsalive.org](mailto:volunteer@austinpetsalive.org) if you have any questions.

We look forward to seeing you around APA!