

Join the TEAM headed by Lori Hilfer, that manages outside groups who volunteer in our shelter. ·

See page two for a somewhat comprehensive file of activities that volunteer groups can do while at the shelter.*

- A shelter coordinator for company and/or church groups contacts the group and schedules the day and time with the company or church group and decides on what activities should be accomplished.
- *Usually 1 shelter coordinator is needed for 1-5 group volunteers.*
- If 5-10 volunteers would come, it is strongly suggested to have another helper/coordinator to assist assigning tasks to members of the group.
- It would be very difficult for 1 person to handle assigning tasks to more than 5 people. **It takes a TEAM so if you are reading this and you'd like to help, please contact membership@parmashelter.org**
- More than 10 volunteers is too large of a group to be at our shelter.
- Usually a group is here from 2.5-3 hours and that includes time the coordinator could give a shelter tour of facility, petting of kittens and/or cats (someone could do dogs if that is allowed) and explanation of how our shelter works.
- I usually take pictures of volunteers while doing tasks and ask permission to put those pictures on our private and public Facebook with their group name but not individuals.
- Before leaving, I also thank them and present them with a Certificate of Appreciation (with their company/church name and date attended) that I have donated in the past and are located 3rd drawer down under Certificates.
- There is one Certificate specifically for donating time and another Certificate for other donations.
- I also have provided and donated bottled water for the individuals attending but the coordinator could put in an expense receipt for that.
- **You would probably need someone for future weekday as well as weekend groups.**
- If someone volunteers, I would be willing to talk to them to explain what they would need to do or they could mentor a day when I am having a group.

Written by Lori Hilfer 1/31/2023

***PARMA ANIMAL SHELTER GROUP TASKS**

INSIDE ACTIVITIES

- 1) Wash walls of hallways, small rooms, laundry room and main cat room
- 2) Clean Cat and Dog Adoption rooms
- 3) Clean fan vents
- 4) Clean inside and outside windows and mirrors throughout shelter
- 5) Clean refrigerators (inside and out)-main cat room, dog kennels, Q room and by Animal Control office and microwaves
- 6) Sort and label cat and dog food cans, throw out expired cans
- 7) Clean plastic on top of cat cages
- 8) Clean removable shelves of cat cages and clean underneath
- 9) Clean x-cages in main cat room-top, walls and toothbrush between x-cages.
- 10) Clean walls and wire cages of dog kennels not being used
- 11) Clean windows, inside and outside and mirrors
- 12) Clean front room tables and cabinets throughout shelter
- 13) Clean laundry room shelves and general cleanup
- 14) Clean chairs, feeding tables, counters throughout shelter
- 15) Clean rubber dog mats (take outside to clean)
- 16) Sweep furnace room. Clean dryer lint trays
- 17) Paint needed areas/items

OUTSIDE ACTIVITIES

- 1) Clean gutters back of shelter and in front of entrance door
- 2) Weed whack
- 3) Mow lawn
- 4) Clean outside dog kennels area for leaves

- 5) Weed by fire hydrants as needed
- 6) Clean bird feeder and surrounding area
- 7) Rake leaves where needed
- 8) Small garden cleanup
- 9) Old shed and new shed straighten items
- 10) Paint needed areas/items

PREPARATION ITEMS NEEDED

- 1) Buckets for cleaning rooms and Swiffer mops and/or rags
- 2) Cold water bottles for volunteers in refrigerator
- 3) Working gloves for volunteers for gutter cleaning
- 4) Rakes and leaves pickup in new shed