

Volunteer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assessment by: \_\_\_\_\_

## Everett Animal Shelter Dog Walking Checklist

### **ARRIVAL:**

- \_\_\_\_\_ Arrives on time and ready to go at beginning of shift. Reads white boards for instructions.
- \_\_\_\_\_ Checks in with other volunteers to figure how many walkers, how many dogs, how much time to spend with each dog.
- \_\_\_\_\_ Someone on shift has done a walk-through to find out which Pod is in the most need (looking at the potty times on kennel cards)
- \_\_\_\_\_ Decide which volunteers are going to walk which sections (split them up, or each focus on the same pod at a time)
- \_\_\_\_\_ Possess hot dogs, clean up bags and a pen

### **THE WALK:**

- \_\_\_\_\_ Review kennel card to confirm dog's name, and any notes and comments from other volunteers.
- \_\_\_\_\_ Review the card and walking chart to see whether the dog has pooped
- \_\_\_\_\_ Observe the dog's body language, and ensure it's safe to enter the kennel
- \_\_\_\_\_ Enter the kennel and ask dog to sit. Check the collar to make sure it's tight enough
- \_\_\_\_\_ Person is ALWAYS through the door first, looking to make sure no people or other dogs are present
- \_\_\_\_\_ Display of proper handling techniques:
  - \_\_\_\_\_ Balance leash (how to handle pulling)
  - \_\_\_\_\_ How to handle jumping
  - \_\_\_\_\_ How to turn a leash into a slip lead
  - \_\_\_\_\_ How to shape a sit
  - \_\_\_\_\_ Check to see what other skills the dogs might have
  - \_\_\_\_\_ Try to teach a new skill

- \_\_\_\_\_ Able to redirect dog's attention from other dogs
- \_\_\_\_\_ Able to recognize signs that dog might need to poop (enlarged anus, sniffing, rooting around)
- \_\_\_\_\_ Checks poop for worms (different types—rice vs. spaghetti) If necessary, get a fecal sample. Write on board and comment sheet. Report to staff.
- \_\_\_\_\_ Spends some quiet time with the dog. Petting, T-touch, Calming time

### **RETURNING TO KENNEL:**

- \_\_\_\_\_ When returning dog to kennel, survey the living situation:
  - \_\_\_\_\_ Check water
  - \_\_\_\_\_ Bedding is dry and comfortable (fluff up blankets)
  - \_\_\_\_\_ Clean up any mess
  - \_\_\_\_\_ Spend a few minutes to calm the dog after the walk (as time allows)
- \_\_\_\_\_ Fills out information and appropriate comments on the dogs comment sheet
- \_\_\_\_\_ Make notes on the walking chart

### **END OF SHIFT:**

- \_\_\_\_\_ When all dogs have been walked, go back and take out dogs who have not pooped yet, or who are marked for extra walks
- \_\_\_\_\_ Make a note on the white board of any dogs that didn't get outside to potty. Mark an asterisk in the column next to the dog's name to alert the next shift.
- \_\_\_\_\_ Check with team members at end of shift to make sure everyone is exiting and nobody is left behind
- \_\_\_\_\_ Tell staff when all volunteers are leaving the building



## Volunteer Evaluation Form

**Date:** \_\_\_\_\_

**Mentor's Name:** \_\_\_\_\_

**Volunteer Candidate Name:** \_\_\_\_\_

Please rate the Volunteer Candidate on a scale of 1 to 10 with one being disappointing and 10 being exemplary.

<b>Rating</b>	<b>Category</b>	<b>Notes</b>
	Attitude	
	Relevant Knowledge	
	Ability to follow instructions	
	Communication skills	
	Animal Handling Skills	
	People Skills	
	Fit with organization	
	Accountability	
	Ability to work independently	
	Confidence	
	Emotional Stability	

**I am excited about this volunteer because:**

**I have concerns about this volunteer because:**



## Volunteer Evaluation Form

### My recommendation is:

- this volunteer is ready to become official
- this volunteer needs more training with another mentor
- this volunteer is not a good fit for the Humane Society

Other:

### This person would be a good candidate to volunteer in the following areas:

- |  |  |
|--|--|
| <input type="checkbox"/> Adoption Counselor                  | <input type="checkbox"/> Foster Parents          |
| <input type="checkbox"/> At Home Volunteer Projects (online) | <input type="checkbox"/> Hearts for Hounds       |
| <input type="checkbox"/> Barn Cat Program                    | <input type="checkbox"/> Meowza Cat Boutique     |
| <input type="checkbox"/> Bunny Brigade                       | <input type="checkbox"/> Office Assistant        |
| <input type="checkbox"/> Canine Crew                         | <input type="checkbox"/> Offsite Event Assistant |
| <input type="checkbox"/> Donation Box Monitor                | <input type="checkbox"/> Pet Paw-parazzi         |
| <input type="checkbox"/> Education Assistant                 | <input type="checkbox"/> WSKers                  |
| <input type="checkbox"/> Feline Friends                      |  |



# Wildlife Department Volunteer Program Evaluation Form

Volunteer \_\_\_\_\_ Start date \_\_\_\_\_

Rehabilitator \_\_\_\_\_ Shift \_\_\_\_\_

Date of Evaluation \_\_\_\_\_ End date: \_\_\_\_\_

Thank you for all your time and energy that you donated to PAWS Wildlife!  
Thank you for completing this form, and return to Frances on your next shift, mail it back to 15305  
44th Ave W, Lynnwood WA 98046 or just email it back.

## Volunteer Comments

Do you have any comments regarding the areas that you worked in?

Do you feel the position was accurately represented to you in the orientation?

Was the Basic Skills training helpful to you?

Is the volunteer manual a helpful training tool for you? Please explain.

Do you feel comfortable with the new skills you have learned? Why or why not?

*continued on back*

Were you comfortable with your relationships with other volunteers and staff members? Is there anything that could be improved upon?

Has the volunteer program expanded your interest in wildlife rehabilitation?

Did your wildlife rehabilitator meet your expectations, why or why not?

What is the best and most challenging part of our program?

Other comments?

**THANK YOU SO MUCH, WITHOUT YOUR TIME AND EFFORT WE WOULD NEVER BE ABLE TO SAVE ALL THE ANIMALS THAT WE CURRENTLY SAVE—THANK YOU!**



# Wildlife Department Volunteer Program Evaluation Form

3 month

Volunteer \_\_\_\_\_ Start date \_\_\_\_\_

Rehabilitator \_\_\_\_\_ Shift \_\_\_\_\_

Date of Evaluation \_\_\_\_\_ End date: \_\_\_\_\_

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