

Welcome to
Volunteer Orientation
at the



FLORIDA KEYS SPCA

Presented by your Volunteer Coordinator: Tiffany Dunsmore

(Guest starring her cat Cora – an FKSPCA alumni)



Thank you for coming!

- Volunteers help make a tremendous difference in the lives of our animals and staff.
- We value that you chose our organization as a place to volunteer your time.
- The work we do could not be accomplished without a strong volunteer team!



What to expect during orientation:

- Over view of our shelter
- Volunteer Basics
- How you can help!
- Training Sign Ups, shirts & questions
- Tour of our shelter



This is an open discussion! Please ask questions at any point!

Have we met before?

How many of you have visited us before?

At our old shelter?

At our new shelter?



Has anyone adopted from us before? Used any of our services?

Who are we?

- Formed in 1999 (20 years old!) servicing 3,000 animals annually
- Acquired our Marathon Campus in November 2016
- Animal Control from MM0-MM70
- We are NOT affiliated with the ASPCA
- Programs include: Animal Cruelty investigation, Lost & Found program, Faith program, Spay & Neuter program and more!
- Today our animal inventory includes:



Mission Statement

The Florida Keys Society for Prevention of Cruelty to Animals is the Florida Keys largest, non-profit animal adoption shelter. The Florida Keys SPCA is dedicated to promoting the humane treatment of all animals through compassionate care, adoption, education, population control and humane law enforcement.

We accept all animals and do not turn any animals away. We have no time limits on our adoptable animals and we do not euthanize for space. Animals are assessed both behaviorally and medically before they are placed in to the adoption program. Unless there are medical or behavioral issues that develop deeming an animal un-adoptable, the animal will stay in our adoption program until they find their forever home. The FKSPCA also works closely with other animal welfare agencies and transfers animals that may be more suited to a breed specific rescue.

About our animals

How do we get our animals?



Our adoption process?



What kind of shelter are we?

- Have you heard of Closed Admission & Open Admission shelters?
- Have you heard No Kill & Kill shelters?
- Do you know the difference?
- Which are we?



Volunteer Basics

Dress Code:

- Volunteer T-Shirt
- Name Tag
- Pants or shorts the length of your finger tips when arms hang at sides
- Closed toed shoes

Hours of operation:

M-F: 10am-6pm, Saturday 10am-2pm, Sunday closed to public

To start, all volunteers will begin during normal business hours unless training dictates otherwise.



What are Zoonotic Diseases?

- Zoonotic diseases can be transmissible to animals to humans and humans to animals.
- What kinds of zoonotic diseases could be found at our shelter?
- How do we prevent transmitting a Zoonotic disease to you?
- How can you prevent catch a Zoonotic disease and/or passing to your pet?

Shelter Hierarchy

When volunteering at our shelter, your first point of contact will most likely become the staff you work with closest. If you have a question, suggestion, complaint or compliment, our hierarchy is as follows:

- 1) Volunteer Coordinator- Tiffany Dunsmore (That's Me!)
- 2) Any Staff Member
- 3) Animal Care Team Leader- Lindsey Thompson
- 4) Director of Operations- Matt Royer
- 5) Executive Director- Tammy Fox
- 6) Board of Directors



Volunteer Expectations

Animal Shelter work can be: **Chaotic, Happy, Joyful, Tearful, Stressful, Wonderful, Rewarding, Overwhelming** and **Worth Every Day.**

We look for a volunteer team to be:

- Flexible
- Dependable
- Have an openness to learn
- A willingness to following instructions
- Attention to safety
- Love and Respect for our animals



How You Can Help!

- We look for a win-win approach when it comes to our volunteers.
- We want you to be excited to come and volunteer directly with the animals making their lives better!
- We also want a team that is able to support our staff working side by side on daily shelter tasks.
- We will train you on both!



Dog Volunteer Kennel Assistant Program

Dog Kennel Assistants

*8am-10am & 10am-12pm, 7 Days a Week

*1 Hour Training + 2 Shadow Sessions

Dog Matchmakers

*12-2pm, Monday-Saturday

*Up to 1 Month Shadowing to learn adoption processes, dog details, etc.

Dog Afternoon Room Service

*2-4pm 7 Days a Week and 4-5:30pm M-F

*1 Hour Training



Dog Volunteer Enrichment Program

Dog Socializers

- *1pm-5:30pm M-F, 1-4pm on Sat & Sun
- *2- 1 Hour Safety Sessions
- *1 Hour Enrichment Training & Room Service
- *1 Hour Training with K9 Coach

Dog Walkers

- *8am-10am & 3pm-5:30pm (3-4pm on Sat & Sun)
7 Days a Week
- *Limited number of walkers per shift
- *2- 1 Hour Safety Sessions
- *1 Hour Equipment Orientation
- *2- 1 Hour Walking Trainings with K9 Coach

Advanced Behavior Training

- *As it fits Volunteer's availability
- *Complete all previous trainings
- *All of the Above + One on One Training with Trainer



Cat Volunteer Program

Cattery Adoption Cleaning

*8am-10am & 10am-12pm, 7 Days a Week

*1 Hour Training

Cat Matchmakers

*12-2pm, Monday-Saturday

*Up to 1 Month Shadowing to learn adoption processes, cat details, etc.

Cat Socializers & Afternoon Room Service

*2-4pm 7 Days a Week and 4-5:30pm M-F

*1 Hour Training

Advanced Behavior Training- Jackson Galaxy's Cat Pawsitive Program

*1-5:30pm M-F and 1-4pm Sat & Sun

*3- 1 Hour Trainings

*If desired additional ongoing training will be available



Small Animal Volunteer Program

Small Animal Adoption Cleaning

- *8am-10am (This time is flexible) 7 Days a Week
- *1 Hour Training + 1 Shadow Session

Small Animal Matchmakers

- *12-2pm, Monday-Saturday
- *Up to 1 Month Shadowing to learn adoption processes, small animal details, etc.

Small Animal Socializers & Afternoon Room Service

- *2-4pm 7 Days a Week and 4-5:30pm M-F
- *1 Hour Training



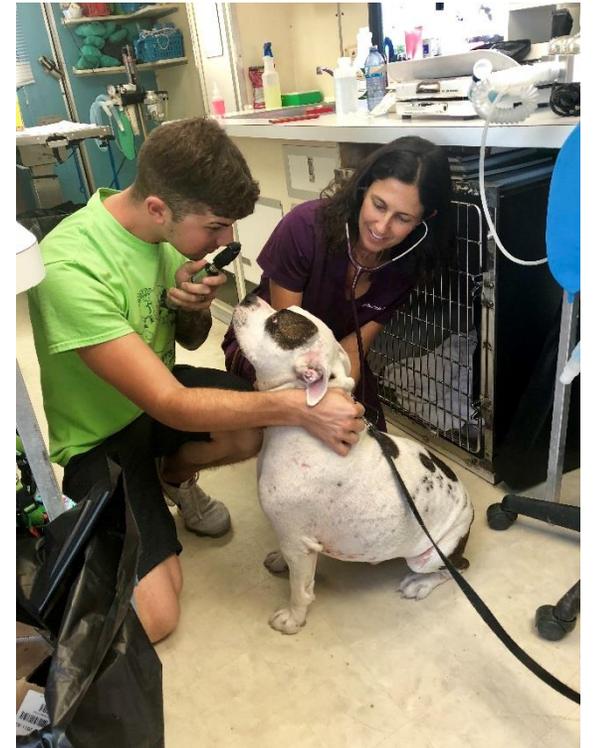
Greeter, Tour Guide, Office Assistant (Oh My!)

- **Greeter:** Greet visitors, potential adopters and donor when they arrive at shelter. Direct them where they have interests in visiting.
- **Tour Guide:** For those interested in being personally shown around the building, giving a detailed guide of the facility.
- **Office Assistant:** When not greeting & touring, assisting the Office staff by answering phones, helping customers, computer entry, lost & found calls, donation distribution, etc.
- 1 Hour Training + 1-2 Shadow Sessions depending on level of interest.



Clinic Assistant

- Volunteers are needed for a number of positions in our clinic including but not limited to:
 - Clinic Admin Desk- Check in clients, data entry, discharge clients
 - Pre Operation Assistant- Taking vitals, weights, etc.
 - Post Operation Assistant- Waking animals up, looking for signs of stress, etc.
 - Laundry, clean up and stocking of supplies.
- Clinic Manager will contact you directly for training!
- If you are interested, your information will be passed along to our Clinic Manager.



Special Events & Fundraisers

- Because the FKSPCA is not under the umbrella of, or funded by any other national humane organization, we rely on donations from members of the community to support our programs.
- Special Events are a fun way to engage with members of our community and raise awareness of all we do at the shelter!
- Our events range from Yappy Hours to a Dog Festival to a Beer Pong Tournament to a formal gala to a social to a Fantasy Fest event and everything in between!
- We are part of or put on over 40 events a year, so volunteer support is critical to make them a success!
- Tell me if you are interested in being a part of the Special Event Team!



Kids Club Leaders

- Our new Kids Club will be for our Youth Volunteers ages 10-15.
- Our Kids Club will be available 2-3 days per week for 1 hour sessions.
- We will be having them make toys, snacks, other enrichment items, reading to the animals, etc for part of the session, then have animal interaction time.
- We are looking for volunteers interested in leading these sessions!



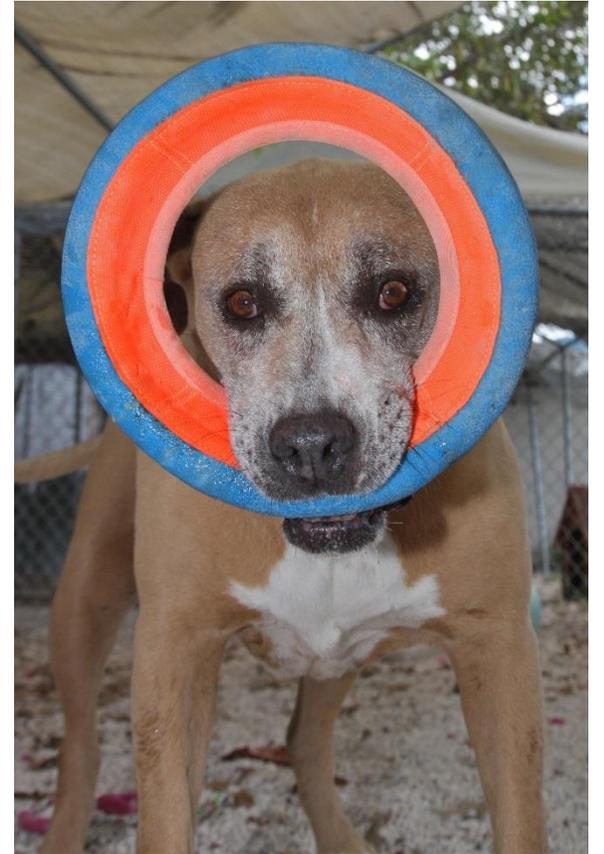
Foster Program

- We use Fosters for several different reasons:
 - Puppies or kittens that are too young to be in a shelter environment.
 - Medical reasons: Post surgery recovery, heartworm treatment, etc.
 - Behavior reasons: Stress, separation anxiety, etc
 - Hurricane Fosters care for the animals in the event of a storm that will directly impact the lower keys.
- Foster receive all supplies from us that they would need. As a Foster, you would just provide the safe place for the animal to go.
- Next Foster Orientation:
TBD



What Else?

- Other skills, interests, talents? You never know what we may need!
- Background Checks:
 - Important Info on Page 11!
- Volunteer Center Demonstration
 - Important Info also on Page 11!
- Training Sign Ups:
 - Pick your days & times for what you want to volunteer for!
 - Those days/times don't work? Let's chat after!
- Leave your paperwork with me! (4 pages total!)
- Shirt distribution & Orientation Fee Paid
- Let's Tour the Shelter!



Thank you for being a
Superhero to our Animals!

