



Logging in at Home to Sign Up for a Shift

- 1.) Log into your Volgistics using your personal link. If you need this resent to you, send an email requesting this to pcasvolunteers@pascocountyfl.net

PASCO ANIMAL SERVICES
pascocountyfl.net/PAS

Login

Enter your email address and your volunteer information center password, and then click the Go button.

Login name:

Password:

[Forgot your password?](#) [Help](#)
[Need a password?](#)

[Close This Window](#) | [Privacy Policy](#)

- 2.) Once logged in, you'll see your home page appear, with several tabs at the top. To schedule yourself, click on the box on the left saying "Check Your Schedule"

PASCO ANIMAL SERVICES
pascocountyfl.net/PAS

Volunteer Information Center

Volunteer information for **Sarah Sukhram**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

Check your schedule

Post your hours

Check messages

Statistics
Overall
Volunteers: 844
Cumulative hours of service: 45,530
(as of yesterday)

Canine Body Language in Shelter
Please take the time to watch this video.

Your Assignments
Clinic Care Aide [PCAS Shelter] (Assigned)
Dog Groomer [PCAS Shelter] (Assigned)
Dog Walker R1 [PCAS Shelter] (Assigned)
Dog Walker R2 [PCAS Shelter] (Assigned)
Dog Walker R3 [PCAS Shelter] (Assigned)
Dog Walker R4 [PCAS Shelter] (Assigned)
Dog Walker R5 [PCAS Shelter] (Assigned)
Dog Walker R6 [PCAS Shelter] (Assigned)
Dog Walker WR A [PCAS Shelter] (Assigned)
Dog Walker WR B [PCAS Shelter] (Assigned)
New Volunteer Trainer [PCAS Shelter] (Assigned)
Outreach Aide [Outside Events] (Assigned)

Volunteer Manual
Take a look at our Volunteer Manual!
[Volunteer Manual](#)

- 3.) Your calendar will appear and any date that says "Help Wanted" means there are shifts still needing to be filled.


- a. You can also customize which shifts you'd like to sign up for, based on the drop down box. It defaults to showing you "all my assignments", which are any roles you have assigned in your Volgistics profile. As an example, if you are not trained (assigned) in dog walking, those shifts will not appear in your calendar as available.

Volunteer information for **Sarah Sukhram**

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Instructions

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month.

**Sign-Up!**
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.
Show openings in

[Prev month](#) [Next month](#) **July 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28


- 4.) Click on a day that you would like to volunteer, and it will show you the available jobs open for that day, as well as the times needed for those shifts.

Volunteer information for **Sarah Sukhram**


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Schedule for **Friday, 6 July, 2018** [Previous day](#) [Next day](#)


Schedule



Dog Groomer [Pasco County Animal Services/PCAS Shelter] [Description](#)
Schedule me 3:00pm to 6:00pm Open
2 volunteers still needed
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here



Dog Walker R1 [Pasco County Animal Services/PCAS Shelter] [Description](#)
Schedule me 10:00am to 12:00pm Open
1 volunteer still needed
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here



New Volunteer Trainer [Pasco County Animal Services/PCAS Shelter] [Description](#)
Schedule me You choose the times
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

[Calendar view](#)

[Exit](#)

- a. To select a shift, click on the “Schedule Me” button in order to sign up. The screen below will appear, so you can confirm if you’d like to sign up for that shift:

Volunteer information for **Sarah Sukhram**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

Sign-Up!

Schedule yourself for volunteer duty

You are signing-up to serve:

Date: **Friday, 6 July, 2018**
Assignment: **Dog Groomer [PCAS Shelter]**
From: **3:00pm**
To: **6:00pm**

Is this correct?

Assignment Information


Assignment: Dog Groomer

Times needed:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From:				3:00pm		3:00pm	
To:				6:00pm		6:00pm	

Duties: To assist with making the shelter dogs as adoption-eligible as possible by maintaining a clean appearance through the PCAS Dog Bathing program.
-Handling: Using trained safety techniques when handling dogs in/out of their kennels. Working with one dog at a time to walk over to bathing area and stage them as needed for bathing.
-Communication: Accurately communicate using Bath Board or other determined means to ensure communication between grooming team and volunteer/staff group on dogs that will be bathed, have been bathed, and/or scheduled to be bathed. This includes, but is not limited to, the Bath Board.

- b. Once you click yes, you will see a “Thank You for Signing Up” confirmation page. You can now click continue, and you will be taken back to the Calendar. The shift you signed up for, will now show on your calendar.





























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1 	2 	3 	4 	5 	6  3:00 p - 6:00 p Dog Groomer [PCAS Shelter]	7 
8 	9 	10 	11 	12 	13 	14 
15 	16 	17 	18 	19 	20 	21 
22 	23 	24 	25 	26 	27	28
29	30	31				

Most Common Positions & Their Schedule*

Volunteer Role	Shifts Available	Notes
Dog Adoption Counselor	1-3pm; 3-5pm	Shifts not available on Holidays or Thursdays
Shelter Greeter	12-3pm; 3-5pm	Trainings on Wed, Fri & Sat
Cleaning Tech	8a-11a	Doesn't Require Animal Handling
Surgery Monitor	8a-1p	Weekdays
Clinic Care Aide	1-4:30p	Weekdays
Animal Control Assistant	Hours Vary	Must be at least 18
Dispatch Assistant	Hours Vary	Must be at least 18

*This list is not all encompassing of the volunteer job roles at the shelter. Please see Volunteer Coordinator for additional assignments available.

****Job Roles in BOLD are greatest need currently at the shelter.**