



VOLUNTEER POSITIONS

At the Humane Society of Tampa Bay, our volunteers are an essential part of our daily operations. The following list represents the different positions available to our volunteers. Each position has specific training and scheduling requirements. However, all of our volunteer positions require the following basic skills:

- Support the Humane Society of Tampa Bay Mission and Vision
- Available to commit to 5 hours of service per month for six months or more
- Able to work well with others
- Comfortable with computers
- Able to take direction and correction
- Able to stand for extended periods of time
- Comfortable with loud noises and strange smells
- Able to walk unassisted and on uneven surfaces

Every volunteer position requires the following training:

- New Volunteer Open House
- Interview with Volunteer Manager
- New Volunteer Training
- Dog Handling 101 Class

Additional training for certain positions may be required and is noted with each position.

Administrative Assistant

Help our administrative office staff prepare direct mailings, make and receive phone calls, and with other projects on an as-needed basis.

This position is needed Mondays through Fridays from 10am – 4pm.

Adoption Assistant

Help oversee the adoption process by arranging visits between adopters and animals, ensuring a good fit between an animal and potential adopter, reviewing the animals' medical history with adopters, processing the adoption in our database, and providing customer service to potential adopters.

This position is needed Mondays through Fridays from 11:30am – 7pm and Saturdays and Sundays from 9:30am – 5pm. Volunteers must stay for a 4-hour shift, and must be able to commit to a regular schedule.

Volunteers must shadow an adoption coordinator (staff) for 1 shift and a mentor volunteer for 1 shift.

Adoption Desk Attendant

Assist the staff at the adoption desk by providing customer service to potential adopters, helping adopters to sign in and fill out paperwork, complete clerical tasks, and hand out food for our food assistance program when needed.

This position is needed Mondays through Fridays from 12– 7pm and Saturdays and Sundays from 10am – 5pm. Volunteers must stay for a 2-hour shift.

Volunteers must shadow a mentor volunteer for 1 shift.

Animal Health Center Support

Support the staff at the Animal Health Center with administrative tasks, such as data entry and filing, stocking medical and other needed supplies, cleaning cages and doing laundry, and special projects on an as-needed basis.

This position is needed 7 days a week from 8:00am – 6pm. Volunteers must stay for a 2-hour shift.

Volunteers must shadow a mentor volunteer for 1 shift.

Animal Intake – Exam Assistant

Assist the exam department at Animal Intake by helping vet techs during animal exams, cleaning and setting up cages, restocking supplies, pulling and organizing medications for shelter animals, bathing animals, and data entry.

This position is needed 7 days a week from 8am – 6pm. Volunteers must stay for a 2-hour shift.

Volunteers must shadow a mentor volunteer for 1 shift.

Animal Intake – Surgery Assistant

Assist the surgery department at Animal Intake by preparing surgical tools and new surgical packs, bathing animals, with data entry, and with snuggling animals as they recover from anesthesia.

The position is needed Mondays through Thursday from 8:30am – 3pm and Fridays from 8am – 12pm. Volunteers must stay for a 2-hour shift.

Volunteers must shadow a mentor volunteer for 1 shift.

Animeals Driver

Use your personal vehicle to deliver a month's supply of pet food to homebound individuals and to interact with recipients. Volunteers must be 18 years old, have a valid driver's license, and proof of insurance for your delivery car.

The position is needed the first Saturday of every month, picking up the food between 8 – 10am. Routes are between 3 and 12 houses, with your time commitment varying by route location and number of deliveries.

Volunteers must meet with the Animeals Coordinator.

Cat Companion

Be a good companion to the cats in our care by helping to socialize and comfort the cats, providing information to potential adopters, monitoring cats for wellness issues, and ensuring cats stay in their designated areas.

The position is needed Mondays through Fridays from 11am – 7pm and Saturdays and Sundays from 9am – 5pm.

Volunteers must shadow a mentor volunteer for 1 shift.

Children's Programs Assistant

Assist with children's programming, which includes birthday parties, Paws for Literacy, Critter Camp, and our seasonal programs. Volunteers will be helping with craft projects and activities, monitoring small groups of children in the shelter and assisting the Education Coordinator with special projects.

The position is needed at varying times depending on the program. Birthday parties are held on Saturdays and Sundays as scheduled and run for 2 hours. Paws for Literacy assistance is needed on Tuesdays from 3:30 – 5:30pm. Critter Camp runs annually for 8 weeks in June and July from 9am – 4pm. Seasonal programs are as-needed.

Volunteers must shadow a mentor volunteer for 1 shift.

Community Cat Assistant

Assist in the Community Cat Program by setting and checking traps, transporting cats to and from the shelter, caring for the cats while at HSTB, and helping prep cats for surgery and vaccines.

The position is needed Monday through Thursday from 9am – 3pm.

Volunteer must shadow a mentor volunteer for 1 shift.

Dog Companion

Be a good companion to the dogs in our care by helping to socialize and comfort the dogs, providing information to potential adopters, monitoring dogs for wellness issues, and taking dogs on walks and into the play yards for exercise and enrichment.

The position is needed Mondays through Fridays from 11am – 7pm and Saturdays and Sundays from 9am – 5pm.

Volunteers must shadow a mentor volunteer for 1 shift and attend Dog Handling 102 Class with HSTB Trainer.

Dog Play Group Assistant

Assist HSTB staff trainers in organizing play groups between shelter dogs by bringing dogs from their cages to the play yards, facilitating play between the dogs, and monitoring their behavior.

The position is needed 7 days a week from 8:45am – 10am.

Volunteers must shadow a mentor volunteer for 1 shift and attend Dog Handling 102 Class with HSTB Trainer.

Foster Parent

Help us care for animals who are not yet ready to be adopted by keeping them in your own home for up to several weeks at a time, transporting them to and from the shelter for medical procedures or checkups, administering any needed medications or special diets, and providing care and socialization for the animals while they are in your home. Lead foster parents must be 18 (though not everyone in your house must be 18).

Volunteers can take foster animals according to their own schedule, though the animals are with you for 24 hours while in your care.

Volunteers must fill out the foster application and paperwork and be approved by the Foster Coordinator.

Kennel Assistant

Assist the HSTB staff in preparing the shelter and animals each morning by holding/walking animals while cages are cleaned, clean cages and kennels, ensure animals have food and water, and clean the shelter windows and floors.

The position is needed 7 days a week from 8am – 1pm. Volunteers must stay for a 2-hour shift.

Lobby Greeter

Greet adopters when they enter the shelter, help them to find where they are going, and answer basic questions from shelter visitors.

The position is needed Mondays through Fridays from 12 – 7pm and Saturdays and Sundays from 10am – 5pm.

Volunteers must shadow a mentor volunteer for 1 shift.

Outreach Ambassador

Represent HSTB at our various community outreach events by interacting with eventgoers, telling them about HSTB programs and services, and handling adoptable animals when taken to the event. The position is available as needed, depending on events schedule.

Pet-A-Pet Ambassador

Serve as an ambassador for HSTB by taking your own pet to interact with people in our community at locations pets are not usually allowed (nursing homes, rehab facilities, etc.).

The position is available as needed.

Volunteers must bring pet to the shelter for a “Safer” test to ensure he or she will react well to all types of stimulus he or she might encounter while in the community.

Special Events Support

Assist with various tasks at our large signature events, which may include working at event registration to check in attendees, handling animals, providing information and directions, and interacting with eventgoers.

The position is available as needed, depending on the event schedule.