



Dog Coordinators
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Dog Handling Instruction for walking Green & Yellow rated dogs

^ General info:

- **Dog Volunteering Hours:** Thurs.: 11:30am - 7pm | Mon, Tues, Wed, Fri, Sat & Sun: 11:30am - 4pm | **Holidays:** closed
- Sign in and out on the laptop. (Your phone number without the area code)
- Do you have \$10 for your Leash? Bring a pen/pencil, clothespin and doggy bags with you. Wear sensible shoes.
- Please do not bring friends, significant others, etc. with you while volunteering/handling dogs.
- Do not show dogs to the public; refer or escort potential adopters to front desk to fill out an application.

^ Picking Your Dog: Use the yellow Volunteer Activity Sheet by:

- Checking it to see how long it has been since the last time a dog was out.
- Checking for its Color Coded "V" sticker (Levels are: [1] Green, [2] Yellow, [3] Blue).
- Checking it for clues about the dog's personality before interacting with it. Also check the rest of each dogs' paperwork for medical notes. (Ex: *short walks only, harness only, etc.*)
- Clip a clothespin to the cage of the dog you are taking out. Clothespins remind you of where you took your dog from, and it also lets the staff know the dog is out with a volunteer. If you remove the dog from the outside portion of their kennel, clip a clothespin on that gate as well.
- (Afterwards) Logging your activity when you return your dog. (Ex: *strong, good on leash, shy, etc.*)
- **IMPORTANT:** Dog walkers should check the kennel paperwork. You cannot walk a dog that does not have a green sticker, yellow sticker or a rabies vaccination. If you are uncertain, **DO NOT WALK THE DOG!**

^ Walking Your Dog:

- Keep your focus on your dog. No smoking or using your phone while walking your dog.
- Close and secure gates as you are through them, including kennel and outside gates. Use safety chains.
- Limit the length of time you have a dog out to 5-10 minutes to get as many dogs out as possible.
- Clean up after your dog. Take doggy bags from our volunteer supplies or from the doggy station in front parking lot.
- **Outside:** [1] Volunteers may ONLY use the back gate. [2] You can walk or sit with your dog anywhere you like. Except: During warmer weather, please keep the dogs away from high grass/woods as they do not have flea & tick preventative.
- **Play Yards:** Volunteers may take a dog to play (drop leash) in the play yard except during a playgroup session.

^ Health & Safety Rules for Dog Volunteers:

- **Behavior & Safety:** (1) Ask staff or fellow volunteer for help if you are having difficulty handling a dog. (2) Do not walk a dog by an open kennel containing another dog. (3) Keep dog on short leash within the shelter for control and keep your dog away from front of other dog kennels (4) Be aware of what is going on around you. Not all dogs at the shelter are friendly toward other dogs. (5) Maintain a minimum of 6 feet between dogs, as they cannot interact with each other. (6) Remove dog from outside portion of kennel, when necessary. (7) Do not encourage unwanted behavior, i.e. jumping, mouthing, leash biting, etc. (8) Do not push a fearful dog to leave their kennel. Move onto another dog. (9) **Dog bites that draw blood must be reported to the shelter staff** for the safety of you and other handlers.
- **Dog Sickness:** Dogs that appear ill should not be handled, and signs of illness should be reported to the shelter staff at the front desk. (Ex: Lethargy, vomiting, bleeding, limping, etc.)

^ Demo & Evaluation:

- Tour of the dog kennels and operation of each type of latch.
- Demo walking a yellow dog (high/tight leash is a must to control dog within shelter, except small/fearful dogs)
- Removing dog properly from kennel? Return to kennel with dog until it slows down? Using safety chain?
- Using leash properly, i.e. big loop, stopper pushed down, short leash within shelter?
- Keeping dog between walker & kennels while in the hallways? Keeping dog away from front of other kennels?
- Going slow around corners? Closing kennel & outside gates properly?
- If you can successfully remove, walk & return a yellow dog, you will pass and can begin walking green/yellow dogs.

After 15 hours of walking Green/Yellow rated dogs, you will be able to sign up for the Blue dog rated class the following month.