



Dear *HSSTT Dog Walker Buddy*,

We are **THRILLED** and **VERY GRATEFUL** that you have taken the time to walk and socialize with the dogs!

Please let a staff member know that you are here and they will help you with:

Step 1: On your first day you must fill out 1 important form:

- **Humane Society volunteer form**

Attire:

In order for you to have the best possible experience, and with your health and safety in mind, we have the following guidelines for attire:

MANDATORY:

Mask , Sneakers, Water bottle

Strongly recommended:

- At least **ONE GLOVE** - very handy in many scenarios - holding the leash, picking up something yucky, etc.
- Hat for sun protection
- Long sleeve linen shirt with pockets or lightweight cotton - for carrying poop bags in one pocket and treats in the other! Linen is a great fabric that helps you stay cool and protected from the sun.
- Hand sanitizer
- Carrying a small pack or purse is very helpful. Having poop bags, water bottle and hand sanitizer handy makes the walks more enjoyable for all.

At the beginning of each dogwalking shift get a LEASH and ROLL OF POOP BAGS. These items should be in the **Volunteer Corner**, which is in the front lobby area, behind the front desk wraparound, on the right. Leashes can be found on the wall rack in the Volunteer Corner. The box with poop bags is right next to it on the wall unit to the right. Some of the leashes are “harness leads”. They are the colorful thick long leashes with two black rubber parts, a ring and eye on them. These are preferable if one is available. Please see the link in section below for a tutorial video, and notes on how to use them.

How to begin!!

Please have your leash in hand and poop bags on you.

Please hold the leash with your hand through the loop plus gripping the leash firmly below. A second hand on the side of the side nearer to the dog is also useful.

The dogs must be kept apart from one another. If you have not walked dogs at the shelter before, this may seem unnatural as we all know what social creatures they are. This is for the dog's and your own health and safety. It prevents spreading of germs and to avoid unpleasant exchanges between the dogs.

Please avoid pulling on dog's neck. Some may be interested in cats, (which you need to to avoid!). Cats can be found all around the property, but most specifically and often:

- by the Thrift Store (to the left of shelter front door)
- as you face the dumpster to its right side
- by the white cat shelter (located by the back right side of parking lot), in the open area there with white picnic bench.

Please ensure that the dogs are kept AWAY from the cats!

A note about leashes: You may use a simple slip leash when you are just getting started, but our goal is to have you comfortable using the harness lead, the sooner the better. Here is a link to a 47-second tutorial on how to use it, as well as written how-to instructions. Any trained volunteer or staff member that knows how to use it can support and encourage you until you get familiar with it as well.

<https://www.dropbox.com/s/w9j0pkpfq7xwuys/How%20To%20Harnes%20Lead%20Final%20%20%283%29.mov?dl=0>

<https://www.harnesslead.com/how-to.html#/>

We have found that for the first day or two it may seem a little challenging, but once you get used to it, it will be one your favorite items because of the highly improved walk experience it provides for you and the dog!!

Never force a dog to do anything. The dogs have their personalities, and enough challenges already managing living at the shelter. The last thing that we want to do is stress them out. Some dogs (just a few) you may find will not want to walk. They will prefer to lie around and have a belly rub, or not leave their crate/kennel. Please use your common sense. You know that it is great and a goal to get them out to a grassy patch so that they can do their business!! With that in mind, if the dog does not want to move and you are comfortable with it, please consider carrying the dog out to a grassy patch outside. Most times this will work, and they will do their business!!

If they want to run straight back, that's fine too, be their companion, who they can trust is doing everything in their best interest. Many pats and strokes behind the ears and on the back may help if they seem to enjoy that. Some may just want to sit under a shady tree the whole time, that is perfectly fine. Our rule of thumb for the very few shy, fearful, skittish or strong-willed dogs is to try 3 times to get them out (provided they seem happy enough) by carrying/leading them out to a grassy patch. By the third time, most often they have done their business outside, and are better off for it! Whew!!

Note: If you are just getting started, you will need someone will need to give you a tour around and work with you to show you how to properly get the dogs out of their crates and kennels,

Any current already trained dogwalking volunteer can do this. If someone hasn't already offered, please present yourself to any dogwalking volunteer and tell them that you are new, and ask if you can shadow them and work as a team with them for the day until you feel comfortable doing it on your own.

Here below is a list of what they will show you:

FRONT LOBBY DOGS:

- **There are three areas that possibly house dogs in the front lobby:**

- Crates around desk as you walk in, these can be as far back as behind the right side of the wraparound desk
- Kennels in room behind the left side of front desk (across from the Veterinary office)
- Kennels in room to the left of the front desk

- **How to get the dogs out of the crates and kennels.** Some crates may have zip ties on them (this is to keep dogs who have learned how to let themselves out, in for the night!). Other than that it is straightforward, the crates usually have two sliding bars, which you slide to the left and open the door. These bars may be located on the front, or side of the crate.

Important: Please glance over and make sure the front door of the building is closed before you start to open any crate!!

Some dogs can be understandably eager to get out of their crate. Please be prepared, with leash in hand and opening ready to go around the dog's neck!! Ideally, as the dog comes out, the dog's head slips like clockwork right into the round leash opening and you are half way to having the harness-lead on. From there, if it's easy enough, simply slip under belly, through the eye at the top, and you are off to enjoy your walk.

If the dog pulls towards the door with only the slip leash part of the harness-lead around the neck that is ok too. Once dog is at the door, that is another good opportunity for you to wrap the harness-lead under its belly, end/handle through the round opening at top and you are off.

If both of those fail, not to worry, it is perfectly fine for you to go on the walk with the leash around the neck only (like a slip lead). You have to be extra watchful in this case though, to make sure the dog does not escape out. Once you are out and about, and the dog is in a quiet moment sniffing the grass, this is your third chance to get the harness on. If that doesn't happen, then just enjoy your walk with the leash around the dog's neck only. You will get the harness-lead working next time, no pressure and not to worry. We have faith in you!

Especially first thing in the morning, please prioritize taking any dog that is in a soiled kennel out first! They can be walked and returned to the outdoor pens until their crate has been cleaned by a staff member.

Next please communicate with any other dogwalker or staff member that may be there, so as to be on the same page about which dogs have been out already or not. Then go in some order and take as many as you can out!!

If a dog has not yet soiled his/her crate and is eager to go out, please consider prioritizing them. Other than that, just take them out one at a time, and have fun!!

Note: The best way for a crate to be set up is to have a towel lining the bottom, with dogs water/food bowl and toy (elk antler/Kong) on it. Sometimes the staff will use newspaper to line the crate. The towels are located in the middle of the building, by the laundry machines, to the left side and immediately before arriving at the kennels.

If you see a dog sitting/lying on newspaper, please feel free to take the initiative and get a towel and replace. We have often seen dogs hugging, making pillows out of and enjoying their towels very much. There is no reason a dog should not be on a towel, unless there are no clean ones available.

KENNELS IN THE BACK:

There are two sides to the Kennels, Left and Right.

Please make sure that the door shuts behind you when you enter the row of kennels. This is to avoid a dog running out, in the unlikely case that he/she gets past you when coming out of his kennel, as hard as we try, it can happen!

If a dog gets loose, please don't panic. These are gentle souls who are simply thrilled to get out of their kennel, even if they run off, they will come back. In the very unlikely case that a building door is open (or the dog opens it), and the dog gets outside, run calmly after it, try to enlist another volunteer or staff member for help. The dog will most likely run off for a bit, and then run back to you. They are attached to their temporary home at the shelter and are loyal as we know. Sometimes sitting down on the ground will encourage the dog to come back to you. We have never lost a dog this way, so stay calm and do your best. It will work out!

Each kennel has a **SIMPLE CLOSURE MECHANISM** that you will open to get the dog out.

Each kennel has a simple **LOG SHEET** ; after you return from each walk you will fill out, with the date, time & checkmark in the appropriate column, your name/initials, and any comments if needed. Comments are anything that would be helpful for the next person walking the dog to know.

Please, filling out the log sheet is very important. It is goodwill, since the dog cannot speak for his/herself!

Ideally and almost always, the dog will come out towards you, and you will slip/the dog will slip his/her head through the opening in the leash, (then you will attempt/succeed at looping the harness under belly and through eyelet top if you are using the harness-leash/ if it doesn't work right away then defer to attempts 2 and 3 later in the walk as described earlier in this guide) secure the harness-lead and go!

Some dogs may be shy, and you can feel free to go inside and gently encourage the dog to come out with you, taking your time and never forcing any dog to do anything. They already have their challenges living at a shelter, and the last thing that we want to do is stress them out. Same for when they are returned.

Note: Toys. When the shelter is lucky enough, donations of toys are plentiful. At the time of writing, there are elk antlers and Kong toys available. Ideally, each dog should have a toy (unless there is some medical or other reason not to which should be identified on the cage card). If you notice a dog without a toy, please take the initiative and bring one to them. The dog will be so grateful.

Medical – Occasionally you may notice a dog's stool that doesn't look right, especially if you see blood present. It is important to advise our veterinarian Dr. Heidi. Please save the stool and place in the crate by the Veterinarian office with name of dog on a note, or leave with a note at the front desk.

Note: On afternoon walks please be aware of not overexerting the dogs and staying in the shade and off of the hot concrete. The walk should be brief 5-10 minutes maximum and then you can feel free to find a quiet spot to sit with the dog and give some calm attention. Thankfully there are shady areas all along either side of the upper trail, parking lot and along the trail down below.

PLAY AREAS adjacent to KENNELS:

The back kennels have two state-of-the-art outdoor play areas. They are accessed through the double doors, at the near and far ends of the right-side kennels. The goal is to maximize their use each day, by rotating dogs in there for playtime. Ideally, dogs should be recently walked before being put out, so as to minimize potential for them doing their business in the play area (which is obviously totally fine, if it does happen please just pick it up as you would from any surface).

Please take initiative, and coordinate with other volunteers and staff about keeping a steady flow of doggies enjoying our beautiful play areas. As far as who to put out, please use your own judgment (who looks like they are eager to go out?! or who has a shy, reserved demeanor but would really enjoy and benefit from it?!) Also glance at the kennel log sheet play yard column and see when this dog last had a turn. Without making it too complicated just do your best, and most importantly, help us make good use of the beautiful play areas!!

WATER BOWLS : In front of the shelter there should be at least two water bowls for dogs on walks to access. One under the small tree/bush that is just across from the front building (across from the outdoor pens), and on the corner L-shaped curb that marks the end of the parking spots. The other water bowl should be on the front deck under the tarp. Clean bowls can be found on top of the outdoor pens.

First thing in the morning please glance over and check if these bowls are filled with water. If not, please take initiative to fill bowls with water and place them there. There is a hose on the front left side wall of the building.

The water bowls must be left in the shade!! Ideally they could have **ICE** in them. We have yogurt containers in the break room freezer for use for ice-making. If you use the ice containers, please be considerate and refill them, for the next round of ice! The break room is down the front hall on the right side. Bathroom is across from it. The office is down the front hall on the left side, soon after the front lobby.

Thank you, and happy outings, belly rubs and trails to you and your new doggy friends!!

If at any time you have any questions, suggestions or concerns, please email us at dogbuddyprogram2020@gmail.com

We value your input and would love to hear from you!

