



VOLUNTEERING

VOLUNTEER INFORMATION SESSIONS

If you want to know more about volunteer opportunities, you can attend a one-hour information session to learn more about the ongoing opportunities we have and to talk about any special skills or interests you have. **Visit eenp.org/main/volunteer to sign up for a session or a volunteer opportunity.** **2017 sessions: Jan 19, Mar 16, May 18, Jul 20, Sep 28, Nov 16**

POSITIONS WITH ONGOING COMMITMENT AND REGULAR SCHEDULE

YOUNG PUPPY TRAINERS

Young Puppy Trainers (YPT) house puppies for approximately four months before they go into our Prison Program (pups will typically be 2-6 months old) and have weekly training assignments, which include housebreaking, crate training, and off-leash walks.

- ~4 months commitment when a puppy is placed in home
- 1 week off per month (puppy will be in another trainer home)
- Volunteers *do not* take puppies into public settings (stores, restaurants, etc. where pet dogs are not allowed) as a part of routine training.
- EENP pups do not mouth/bite or chase other dogs. Volunteers who have other dogs need to consult with EENP about whether this volunteer position is a good fit for their households.

Support YPTs are also needed to take puppies for two 1-week periods each month.

ADMINISTRATIVE SUPPORT

Administrative Support volunteers help with ongoing administrative tasks such as photocopying, data entry, and responding to client inquiries. Office volunteers must be familiar and comfortable with office technology; detail-oriented; and able to commit to at least 2 hours each week for a minimum of six months.

WORK RELEASE TRANSPORT VOLUNTEER

Work Release Transport volunteers provide regular, scheduled transportation between Orange Correctional Center (Hillsborough) and EENP (Carrboro) for EENP's work release trainer(s). Volunteers must be extremely reliable and make a six-month commitment to provide one transport a week (excepting vacations). Transports are generally morning (OCC to EENP) and afternoon (EENP to OCC). Volunteer must submit to background check and take training.

PROGRAM SUPPORT

Program Support volunteers help with ongoing tasks such as weekly laundry, making training treats, cleaning the EENP car, and cleaning the facility. Volunteers must be self-starters who are able to commit to a regular schedule (weekly for most tasks) for a minimum of three months.

PROGRAM INTERN

The Program Intern is able to work directly with EENP's Program Director to learn many aspects of EENP's program operations. The position is a full-time position that lasts 4-5 months. Interns act as Young Puppy Trainers; assist with training and supervising inmate-trainers during weekly group training sessions; supervise and coordinate program volunteers; attend PR events; are responsible for training room maintenance; and can work on a project to meet personal goals during the internship.

POSITIONS WITH ONGOING COMMITMENT AND IRREGULAR SCHEDULE

PUPPY CAREGIVERS

Puppy Caregivers house pups for short periods during transition periods between training programs, when pups come out of our Prison Program for medical care, and in cases of emergency. Volunteers do not have training responsibilities but *are* responsible for:

- Following EENP policies and standards to keep pups healthy and safe
- Required volunteer training every 4 months to keep everyone fresh

VOLUNTEER COORDINATOR

The Volunteer Coordinator works with the Executive Director and Program Director to recruit, schedule, and support volunteers. The position requires a minimum commitment of one year and most responsibilities can be fulfilled without coming

to EENP's office. The Volunteer Coordinator must be comfortable with communicating with volunteers by phone and email, and able to manage online scheduling of volunteer shifts.

BREEDER CAREGIVER

Breeder Caregivers house, care for, and do basic training and socialization with an EENP dog that is being considered for breeding. These pups are not in active training with EENP, so the training responsibilities are considerably less than for a Puppy Caregiver. Breeder Caregivers should be willing to commit to a year in the position, but are encouraged to remain in the position for longer. For those who are interested, it may be a possibility to whelp and raise a litter of pups as well. Regular responsibilities beyond basic care of the dog include Canine Care and Safety training (initial class and quarterly updates), bi-monthly check-ins with program staff, and completion of dog's socialization/training assignments.

PUP TRANSPORT VOLUNTEER

Pup Transport Volunteers help us get pups to and from prison (and occasionally other locations). These trips can be unexpected (generally if we have a pup that has a medical or behavioral issue crop up) or planned (if we have an event where we need one or more dogs that are currently living in prison). Pup Transport Volunteers need to be current with Canine Care & Safety and PREA training (annual), and have their own vehicle to use for transport. Volunteers can accept trips on a case-by-case basis. Trips generally take 2.5-3 hours roundtrip from EENP's office. Beginning winter 2016-17, we will also need volunteers who can transport a work release trainer between Orange Correctional Center in Hillsborough and EENP on weekdays at the beginning or end of the day.

PR EVENT MANAGER

EENP attends 4-8 events such as street fairs each year in order to publicize our activities and recruit volunteers. The Executive Director determines which events we will attend, and arranges our participation. The PR Event Manager works with the Volunteer Coordinator to ensure that all shifts are covered for the event. The Event Manager also sets up the booth and arranges for the booth to be taken down after the event. Most events are held on a Saturday or Sunday from spring to fall, and booth setup typically happens in the morning. The Event Manager should be able to make a calendar year commitment to the position, and should be available to do booth setup for most events in that timeframe.

OUTCOME EVALUATION INTERVIEWER

EENP tracks our team partnerships for 18 months after placement. To do this, we conduct an intake interview and follow-up interviews at 6, 12, and 18 months after placement. The Outcome Evaluation Interviewer is responsible for setting up, conducting, and transcribing client interviews.

PR PRESENTER

The PR Presenter gives presentations and demonstrations to educate the community about assistance dogs and opportunities with EENP. EENP gives presentations ranging from 10 minutes to an hour, but typically 20-30 minutes, to a variety of community groups including kennel clubs, service clubs, schools, professional organizations. The PR Presenter will be able to make a one-year commitment to the position, and can schedule presentations to suit, understanding that some presentations will be during the workday and others will be on evenings or weekends, depending on the group.

POSITIONS WITH SHORT- TO MEDIUM-TERM COMMITMENT

PR EVENT VOLUNTEERS

EENP attends 4-8 events each year in order to publicize our activities and recruit volunteers. We need volunteers to work 2-3 hour shifts at events talking to visitors about EENP, our clients, and the work we do. There is no ongoing commitment to be a shift volunteer, but volunteers should be active with EENP or have attended a recent Volunteer Orientation so they can answer questions about EENP effectively.

EVENT PLANNERS AND COMMITTEES

EENP puts on several medium to large annual events, including graduation and fundraisers. We need many volunteers to help with the planning and preparation for these events! Volunteers can take on management-level responsibility for parts of the event or can volunteer to be part of a committee that works on specific tasks.

PROJECT MANAGERS

From time to time, EENP has special projects such as accreditation. Project Managers are particularly organized individuals who move the project along by meeting with the key parties, identifying who is responsible for key tasks, breaking tasks down into steps, and checking in with parties to ensure the project remains on timeline. Project managers must commit to the duration of the project they are managing.