

*Minimum One Year Positions Unless
Otherwise Indicated*

c. Intake Volunteers: Be one of the first to meet our incoming dogs! This opportunity allows volunteers to meet the new dogs and get them checked in and acquainted with their new foster or adoptive parents. We ask that volunteers be available for at least one of the following shifts once a month: Friday from 8pm – 12am, Saturday from 3pm – 7pm, or Sunday from 2pm – 5pm. Because we are sometimes unsure of when the pups will arrive, we ask that volunteers who volunteer for Friday evenings be able to commit their evening. Intake Volunteers will need to go through a brief training.

Contacts: Amanda Schwartz, Patricia Kennedy

d. Office Volunteers: Office volunteers have weekly shifts to man the CDR offices at 2121 Decatur Place, NW, Washington, DC (near Dupont Circle). During office hours, fosters will stop by to pick up or drop off supplies. Volunteers may have time to do non-CDR work and Internet access is available. **Contact: Amanda Schwartz**

e. Photographers/Videographers: Photographers and videographers are always needed to take photos/videos of new dogs and at various CDR events.

Contact: Padmini Harchandrai

f. Shelter to Rescue Assistants: We currently rescue dogs from several counties. We need an assistant for Rowan, Bladen, Cleveland, Smyth, and West Virginia shelters that is able to commit at least 10 hours a week to the position. The assistants fill out initial health forms, communicate with the vets, and talk to fosters. We also ask that this person be flexible throughout the day and be able to respond to emails and take phone calls when necessary. **Contacts: Amy McLean, Meredith Raimondi, Patricia Kennedy**

g. Transporters (as needed basis): If you have a car, a great way to help us is to volunteer to drive dogs from NC/VA/MD/WV to Washington, DC. **Contact: Amy McLean, Meredith Raimondi, Patricia Kennedy**

h. Weekday Dog Walkers: Must be available Monday - Friday 4:30-5:30 PM at least 2-3 times a month. One evening of training on a date TBD is also required. This position entails walking foster dogs around the Dupont Circle area and speaking with potential adopters about them. **Contacts: Sarah Jones, Amanda Schwartz**

5. COMMUNICATIONS

a. Social Media Coordinators: Social Media Coordinators will promote CDR communications and available dogs through Facebook, Instagram, Twitter, etc. Coordinators must be available to post communications on a frequent basis.

Contacts: Meredith Raimondi, Tanya Topka

b. Website Coordinator: The Website Coordinator is responsible for keeping the website up-to-date.

Contact: Meredith Raimondi

c. Dog Profile Coordinator: Copy and paste dog profiles into rescue groups (an user-friendly website). This should be able to be updated daily but only takes about 15 minutes a day. You need a PC to sync the profiles to Petfinder using a sync app. This person will work with the Dog Photography Profile Coordinator to make sure the best photos are featured first, second, and third. Add new dogs as they are pulled from shelters. **Contact: Meredith Raimondi**

AMANDA GHESSIE

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City Dogs Rescue VOLUNTEER POSITION DESCRIPTIONS



CITYDOGSRESCUEDC.ORG
[Photo of Rookie by Kristin Horgen]

1. ADOPTION

- a. Adoption Counselors:** We are always in need of more adoption counselors. Our adoption counselors have a lot of interaction with potential adopters and fosters. It takes about five hours to process each adoption application and we ask that volunteers try and process one application at a time. This is a very important job because our ability to take in more dogs depends upon our ability to process adoption applications in an expedient manner. **Contacts: Sasha Miller, Deb Sengupta, Jennifer Moore**
- b. Adoption Email Responder:** We are looking for a volunteer that has regular access to a computer and can help us respond to the many adoption inquiry emails we receive in a timely manner. **Contacts: Sasha Miller, Deb Sengupta**
- c. Adoption Event Coordinators:** We are in need of two more adoption event coordinators. These coordinators organize and attend the adoption events and answer basic questions about CDR and the foster and/or adoption process. We ask that these volunteers be available to attend at least one adoption event a month (usually on a weekend). The calendar can be found on our website. **Contacts: Angela Oakley, Pam Zandy**
- d. Alumni Assistants:** The alumni assistant helps our Alumni Coordinator with post adoption issues. This position requires online office type work. This volunteer also provides assistance with a medical follow up for alumni. This includes following up to ensure that all puppies adopted are spayed/neutered on time. In addition, the alumni assistant helps the Alumni Coordinator plan the annual Alumni Party. **Contacts: Megan Emerson, Rosie Levine**
- e. DNA Coordinator:** The “Do Not Adopt” Coordinator keeps a spreadsheet of applicants (or potential applicants) who are rejected due to histories of animal abuse or neglect, concerns about their ability to properly care for a dog, or making false representations on their application. The DNA Coordinator will also coordinate with other local rescues. **Contacts: Dave Liedman, Meredith Raimondi**
- f. Home Visits (as-needed basis):** Screen an applicant's home in your area on an as-needed basis subject to your availability. Home visit instructions are provided. **Contacts: Meredith Raimondi, Sasha Miller, Deb Sengupta**

2. FOSTERING

- a. Foster Application Processors:** Our Foster Application Processors process applications by calling and/or emailing references. They also conduct an interview call with each applicant to tell the applicant more about our foster program, and to ensure that the applicant is a good fit. Each application takes about two hours to complete. We ask that our volunteers process one application a week. If you are interested in becoming a volunteer Foster Assistant, this is a great place to start! **Contacts: Melissa Schaffer, Mamta Advani**
- b. Foster Assistants:** Our foster assistants match fosters with dogs. They coordinate pick-ups and maintain day-to-day contact with the foster parents. Our foster assistants are the point of contact between CDR and the foster families and provide support to the foster families. Foster assistants must have regular access to email. **Contacts: Melissa Schaffer, Mamta Advani**

3. FUNDRAISING

- a. CFC Coordinators:** CDR participates in the Combined Federal Campaign (“CFC”), which is the charitable giving program for federal employees. We are looking for 2 CFC Coordinators (federal employees preferred but not required), who will work each year on: handling CFC paperwork/enrollment, finding CFC events for CDR to partake in, organizing volunteers and dogs for each event, and promoting CDR's participation in the CFC. Most of the work for this position is from September – December each year. **Contacts: Tanya Topka, Deb Sengupta, Darren Binder**
- b. “Dining Out with Dogs” Coordinators:** Each summer, CDR participates with Eatwell DC (owner of Grillfish, Commissary, Logan Tavern, The Pig, and The Heights) on a “Dining Out with Dogs” event. This is CDR's largest charitable event. The Coordinators will plan the event and have frequent (often weekly) meetings with restaurant coordinators (CDR volunteers) to encourage supporters to make dinner reservations. Most of the work is during the months of June through mid-August. Coordinators should be able to supervise a large number of volunteers, be well organized, and be vigilant about encouraging restaurant reservations. **Contacts: Darren Binder, John Benedetto, Nick Dryfuse**
- c. Fundraising Events Assistant:** Works with the Fundraising Events Coordinator to plan and execute fundraising events from start to finish, including recruiting volunteers, publicizing the events, and ensuring the drop-off and pick-up of CDR

supplies and merchandise. **Contacts: John Benedetto, Nick Dryfuse**

- d. Grant Writing (case-by-case need):** Do you have grant writing experience? We are looking volunteers with grant writing experience to help us find potential grants and submit grant applications. **Contact: Jodi Sirotnak**
- e. Merchandise Table (event-by-event need):** We often need volunteers to man the merchandise table, which includes selling CDR shirts and other merchandise. Upcoming events can be found at www.citydogsrescuedc.org. **Contacts: John Benedetto, Nick Dryfuse**
- f. Special Occasion Fundraising Assistant:** This position involves helping to promote and coordinate fundraising events undertaken by individual supporters -- such as a birthday fundraiser or fundraiser commemorating a special occasion. **Contacts: Jodi Sirotnak, Megan Emerson**
- g. Sponsorship Assistants:** Are you interested in recruiting and meeting with local businesses to sponsor City Dogs Rescue? While CDR has several wonderful sponsors now, we are always looking for more business sponsorships to help us grow. This position requires a lot of initiative. **Contacts: Jodi Sirotnak, Darren Binder**

4. DOG HEALTH & MANAGEMENT

- a. Dog Handlers (event-by-event need):** It is important that handlers are able to bring adoptable dogs to our fundraising events! We need reliable dog handlers that can show off our dogs at these events. Dog handlers should have completed the Dog Handler Training and should be able to make a commitment for the duration of the fundraising event. **Contact: Sarah Jones**
- b. Transport-Intake Coordinators:** These volunteers will assist with the process of transporting dogs from rural shelters to the DC metro area. On transport days, volunteers will: (i) monitor transport progress throughout the day and be available to troubleshoot if an emergency occurs; (ii) keep intake volunteers, photographer, fosters aware of transport arrival time changes and be available remotely to assist with questions and concerns; and (iii) confirm all fosters are set to pick up their dogs on time. We ask that volunteers be available for at least one of the following shifts once a month: Friday from 8pm – 12am, Saturday from 3pm – 7pm, or Sunday from 2pm – 5pm. **Contact: Patricia Kennedy**