



Welcome!

Thank you for your interest in volunteering for The Animal Foundation. We realize your time is valuable and we appreciate any assistance you are able to offer.

To volunteer at The Animal Foundation without parental supervision you must be at least 16 years old and have signed parental consent. If you are 12-15 and wish to volunteer, a parent must accompany you at all times while on shelter property. In this case, both parent and child must fill out a volunteer application.

Please review the following pages of this guide to learn more about your role as a volunteer. If you have any additional questions, please don't hesitate to contact me.

*Please note that filling out a Volunteer Application does not guarantee a position in our program. You will be contacted to schedule an orientation and training based on need and availability.*

Sincerely,

*Valerie Abraham*

Volunteer Coordinator, The Animal Foundation  
vabraham@animalfoundation.com  
702.384.3333 x 114

## ***I am interested in volunteering at The Animal Foundation, but was wondering...***



### ***Q. What sort of things do volunteers do at The Animal Foundation?***

**A.** Volunteers do a variety of tasks to ensure our shelter runs smoothly. Whether it's walking dogs, cuddling cats, helping at a community adoption event, greeting visitors in the lobby—the list is long. Our goal is to find you a spot worthy of your talents!

### ***Q. Is participating in the Volunteer Program the same as court-ordered community service?***

**A.** No. People needing to complete court-ordered community service go through a different program. Please contact the Volunteer Coordinator with questions regarding court-ordered hours or hours required for a Welfare program.

### ***Q. What are the age requirements to volunteer at The Animal Foundation?***

**A.** Volunteers ages 12 - 15 must be supervised by a parent or guardian at all times while at the shelter or at an off-site event. Ages 16-17 require written parental consent. Ages 18 and over are considered adult and can volunteer without special provision.

### ***Q. How can I get started as a volunteer?***

**A.** The first step is reading thoroughly the *"Guide to Volunteering at the Animal Foundation."* After that, you may fill out a Volunteer Application, which will help us get an idea of who you are and what you are interested in doing as a volunteer. The more specific you can be, the better. Incomplete applications will not be considered. Every new volunteer must attend an informational orientation session before getting started. Additional trainings specific to duties will also be required.

### ***Q. Where can I obtain the Volunteer Application? Where do I turn it in?***

**A.** Volunteer Applications can be obtained at the cashier's desk in the white Adoptions Tent or in the administrative offices trailer. You can also download an electronic version on our website <http://www.animalfoundation.com/volunteer.html>. Completed surveys can be returned to [volunteer@animalfoundation.com](mailto:volunteer@animalfoundation.com), mailed to 655 North Mojave Rd. Las Vegas, NV 89101, or turned-in in person to the Volunteer Coordinator. If you appear to be a good fit with our organization, you will then be contacted to schedule an orientation date.

### ***Q. When are the new volunteer orientations held?***

**A.** Orientations for new volunteers are most Saturdays at 11am (some holiday weekends are excluded). Please note, you must be scheduled, we do not accept walk-ins.

### ***Q. What other trainings do I need to attend to be "official"?***

**A.** All volunteers must complete trainings related to their volunteer positions. Volunteers will meet with the Volunteer Coordinator or other staff representative beforehand to determine necessary training.

### ***Q. What times do volunteers help out?***

**A.** Volunteers are scheduled at different times of day. It depends on the duties to be performed. Scheduling will be done with the appropriate department manager, supervisor, or lead volunteer in that department.



### **Mission Statement**

The Animal Foundation is a private, 501(C)(3) non-profit, multi-service agency dedicated to making a difference in the lives of animals in the Las Vegas Valley. To promote the humane treatment of animals, we operate the Valley's largest open-admission shelter, lost and found services, rabies observation, foster home and adoption services, an affordable vaccination clinic, community education and humane and sensitive euthanasia.

### **Vision Statement**

The Animal Foundation envisions a future where there is no pet overpopulation in the Las Vegas Valley community; a future where citizens embrace responsible pet ownership; where all healthy and treatable companion animals find safe and loving homes; and where the Animal Foundation promotes and inspires the humane treatment of all animals in the community.

### **Guiding Principles & Values**

- In developing strategies to achieve our vision and provide compassionate service of the highest quality to animals entrusted to our care, we embrace the following guiding principles that we believe are fundamental to our success:
- Passion and commitment to saving and improving the lives of animals.
- Commitment to excellence, quality care and adherence to best practices in the field of animal welfare.
- Transparency and the open sharing of accurate, complete animal sheltering data and statistics.
- Acknowledgement that the euthanasia of healthy and treatable animals is the unfortunate responsibility of our agency that we neither desire nor seek. We believe that the euthanasia of healthy and treatable animals is a community-wide problem requiring community-based solutions. We are also committed to humanely administering euthanasia in a manner that is done with compassion and preserves the dignity of the animal.
- Community partnerships are essential. No one organization or type of organization can achieve the goal of saving all healthy and treatable animals and that the true solution is to work together and find common ground.
- Accountability to the citizens of the Las Vegas Valley and our obligation to upholding the public trust through ethical behavior, the fiscally responsible administration of resources, and being environmentally responsible.
- We believe in responsible pet ownership that includes the following responsibilities for caring for a pet: proper spaying and neutering, adequate living and exercise conditions, socialization and training, proper pet identification, and access to veterinary care and medical attention, including appropriate vaccinations.

## Volunteer Information

**For general information on becoming an Animal Foundation volunteer, please see FAQs on page 2 above.**

Please be sure you are able to commit to a regular schedule before volunteering.

**Please read the following guidelines carefully. The Volunteer Coordinator will be happy to discuss any policy with you.**

- Be polite and helpful at all times.
- Treat animals, clients, other volunteers and staff with courtesy and respect.
- Take any conflict/problem directly to volunteer coordinator or direct supervisor. It is important to resolve problems quickly so we can work together effectively.
- Ask staff for assistance with any questions for which you are unsure of the correct answer.
- Maintain a professional attitude when volunteering.
- Maintain confidentiality regarding clients and shelter business.
- Accept the decisions of the professional staff.
- Wear volunteer name badges when signed in.
- Record your volunteer hours honestly and consistently.
- Please give advance notice if you are unable to fulfill scheduled hours.
- Dress comfortably and appropriately. Remember you are working with animals and that your clothes might get dirty. You must remember you are representing The Animal Foundation while you are here. No T-shirts with offensive words should be worn. No suggestive clothing should be worn. Volunteers who dress inappropriately will be asked to leave or to change.
- Wear closed-toed shoes and long pants/jeans for safety. Avoid dangling jewelry.
- Volunteers are not to be in any unauthorized areas without staff approval.
- Volunteers may only work in areas where they have received proper training.
- Volunteers are not authorized to talk to media on behalf of The Animal Foundation.
- Never hand an animal to a guest without clearing it through an adoption counselor or other appropriate staff member. Once you have an animal out of its kennel it is your sole responsibility.
- Immediately report any injury to a person or animal to a staff member right away.
- Never undertake a task that causes apprehension. If an animal makes you uncomfortable, ask a staff member for help.
- Please note that volunteers engaging in unsafe practices will be dismissed.
- Do not bring guests with you while you are volunteering without prior approval.
- Please direct your suggestions and comments to the Volunteer Coordinator. Your feedback helps the program grow. We want you to feel proud of the organization to which you dedicate your time.

## **Grievances**

If you have any problems with a staff member, another volunteer, or issues with any of the policies or procedures please speak to the Volunteer Coordinator immediately.

## **Emergency Procedures**

All emergencies must be reported to a staff member immediately. For offsite emergencies or if shelter is closed, call the Volunteer Coordinator on cell phone. It is not appropriate for a volunteer to make an emergency decision on their own unless all other avenues have been exhausted.

## **Termination Policy**

Volunteers may choose or be asked to discontinue their volunteer service to the Animal Foundation. The procedures for termination are as follows:

- **Voluntary:** If a volunteer wishes to end their service, we ask that the individual make known his/her intentions to the Volunteer Coordinator and their Volunteer Supervisor. If possible, we ask that our volunteers let us know in advance (two weeks notice) that they plan to leave, so that the necessary arrangements can be made to fill the position that they are leaving.
- **Involuntary:** Volunteers who do not adhere to the rules and regulations of The Animal Foundation are subject to dismissal. No volunteer will be dismissed without fair warning or the opportunity to discuss the reasons for possible dismissal with the Volunteer Coordinator or other supervising staff member, except in situations of gross misconduct, compromising the safety of people or animals, or illegal activity.

Possible grounds for termination may include, but are not limited to:

Gross misconduct or insubordination, being under the influence of drugs or alcohol, theft of property, misuse of Animal Foundation materials, abuse or mistreatment of animals, clients, volunteers, and failure to abide by the rules and regulations set forth by The Animal Foundation.

## **Personal Hygiene**

Due to the nature of transmittable diseases within an animal shelter, excellent personal hygiene is necessary.

- Each individual must promote his/her own health. By your actions we can limit the spread of infectious disease.
- You should always wash your hands with soap and hot water and SANITIZE after handling animals, after restroom use and before handling food or eating.

## **Smoking**

Smoking is not permitted in any portion of the building. The designated smoking area is on the west side of the Cat Adoptions tent. Cigarette butts are to be disposed of in the proper receptacles.

## **Restrooms**

Public restrooms are available inside the main shelter building in the shot clinic lobby. Porta-potties are also available to the public in the dog adoption area.

## **Adoptions**

Volunteers are not given priority or discounts on adoptable animals. Adoption is contingent upon the volunteer meeting the guidelines as set forth in the policies and procedures, as well as payment of all fees. We cannot hold an animal for any reason.

## **General Safety**

- All cuts, bites, or other injuries need to be reported to Volunteer Coordinator or staff supervisor ASAP.
- Horseplay is strictly forbidden.
- If an item is too heavy to handle alone, get help. Avoid serious injury.
- When you must walk on wet slippery floors be cautious and take shorter steps.

## **Volunteer Information Area**

All volunteer opportunities, training calendars, event schedules, sign-in sheets etc. can be found at the volunteer information table and bulletin board located in the white Adoptions tent. Please make it a habit to check for new and updated information regarding our volunteer program.

## **Recording Service Hours**

For all in-shelter activities, volunteers should record their hours on the volunteer sign-in sheet located on the table in the white Adoptions tent. For all off-site activities, you will be tracked according to your scheduled time commitment.

Why do we need this information?

- An accurate log of total volunteer hours helps us apply for grants from national organizations.
- Total hours need to be reported for local and national awards.
- An individual log is kept of each volunteer, and hours are calculated each month. These are then used to recognize volunteer service. It is not always the number of hours, but also the consistency of work that is recognized.

## **Dog Walkers / Socializers**

Walking and grooming dogs is an important part of the adoption process as it allows dogs to get exercise, become accustomed to interactions with humans, and to prepare them for the adoption process. We depend on volunteers to provide exercise and socialization to our animals for a number of reasons. It helps them decompress from the noise and agitation of the kennel and helps minimize the daily stress of being in a cage. It also provides that human contact which is so important in making our animals more adoptable.

### **Time Periods**

- Volunteer hours for Dog & Puppy Players are Monday through Sunday from 11 am to 7 pm. We ask that you commit at least one three-hour shift per week.

### **Tasks**

- Take adoptable dogs for walks in fenced bungalow area.
- Using safe animal handling and designated training protocols, assist staff in removing animals from kennel, leashing dogs and walking correctly.
- Scoop feces and dispose of appropriately.
- Use toys and treats to socialize dogs.
- Alert staff if any medical/behavioral concerns are noted.
- The ability to handle excitable animals. Regardless of size, dogs can move suddenly and with a great deal of momentum.
- Follow directions, and work well with minimum supervision.
- Other related assistance, as directed by TAF staff.
- Be aware this is a physically active position!

### **Special Capabilities Needed**

- Must be able to provide friendly, knowledgeable customer service and answer questions in a professional manner, deferring to staff if the correct answer isn't clear or if guidance is needed.
- Must be able to understand, learn and utilize positive reinforcement training protocols.

### **Training**

- All Dog & Puppy Socializers must first attend the volunteer orientation
- Walking Shelter Dogs training must be completed before volunteer can begin to walk dogs.

## **Cat Adoptions Assistant**

Socializing cats primarily involves playing with them in a designated area. This is a great way to prepare cats for adoption by familiarizing them with the smell, noises and feel of humans.

### **Time Periods When Assistance is Needed**

- Volunteer hours for Cat Room volunteers are Monday through Sunday from 11 am to 7 pm. Other hours available by special arrangement.

### **Related Tasks**

- Assist staff in maintaining comfort and cleanliness of all the cats in adoption. May also be asked to assist with other small animals that may be in cat area.
- Socialize cats in the cages to increase adoptability.
- Keep cat room sanitary to prevent disease transmission by requesting members of the public sanitize their hands before and after touching animals.
- Make notes about animals behavior and alert staff to anything abnormal
- Alert staff to any medical concerns.
- Assist the public by answering questions about the animals and adoption process; defer to staff if the correct answer is unclear or if guidance is needed.
- Brush cats to improve coat.
- Other related assistance as directed by TAF staff.

### **Special Capabilities Needed**

- Must be able to provide friendly, knowledgeable customer service and answer questions in a professional manner, deferring to staff if the correct answer isn't clear or if guidance is needed.
- Must be able to learn and use safe animal handling protocols, follow directions, and work well with minimum supervision.

### **Training**

- All Cat Room Volunteers must first attend the volunteer orientation
- Cat Room training must be completed before assisting in this area.

## **Photo/Video Takers**

**Cute photographs on The Animal Foundation website are some of the best tools we have to maximize adoptions!**

### **Time Periods When Assistance is Needed**

- Volunteer hours for Photo/Video Takers are Monday through Sunday from 11am to 7pm. Other hours may be available by special arrangement.

### **Related Tasks**

- Take photos and videos of adoptable dogs and cats for use on website.
- Label photos/videos with appropriate animal name and identification number and email to Volunteer Coordinator or designated lead volunteer. (The ability to crop and enhance photos is extremely helpful.)
- Using safe animal handling and designated training protocols; removing animals from kennel, leashing dogs and walking properly.
- Scoop feces and dispose of properly.
- Socialize dogs to improve adoptability.
- Alert staff if any medical/behavioral concerns are noted.
- Must be able to learn and use safe animal handling protocols, follow directions, and work well with minimum supervision.
- Other related assistance, as directed by TAF staff.
- Be aware this is a physically active position!

### **Special Capabilities Needed**

- Use of personal camera for photos/videos is required
- Must be able to provide friendly, knowledgeable customer service and answer questions in a professional manner, referring to staff if the correct answer isn't clear or if guidance is needed.
- Must be able to understand, learn and utilize positive reinforcement training protocols.

### **Training**

- All Photo/Video Takers must first attend the volunteer orientation.
- Must attend Walking Shelter Dogs Training before attempting to shoot photographs or video.
- It is suggested to work in groups of 2 for this project.
- Photo/Video takers have an opportunity to meet for fellowship and instruction. Please see Volunteer Training Calendar for specific dates.

### **Commitment**

- Volunteers who take photos/videos are asked to commit to four hours per month, but can spend more time if desired.

## **Special Events & Outreach**

### **Time Periods When Assistance is needed**

- Varied schedules depending on adoption events and needs
- Please see website at [www.animalfoundation.com](http://www.animalfoundation.com) for current events list or check the volunteer info table.

### **Related Tasks**

- Help with animals and supplies the day of event. Help showcase the animals available at the event and assist potential adopters.
- Knowledge of the adoption process from beginning to end.
- Walk, feed and water animals throughout the day to keep them happy and comfortable.
- Other duties as assigned by TAF staff.

### **Special Capabilities Needed**

- Must be able to read, write and have clear communication skills.
- Must be able to provide friendly customer service and accurate information to public.

### **Training**

- All Special Events and Outreach Volunteers must first attend the volunteer orientation
- Specific training on adoption counseling and completing related paperwork.
- Attending additional training and workshops related to this activity.
- Must take Walking Shelter Dogs training if working with dogs

### **Commitment**

Special events are on a sign-up basis

## **Clerical/Office/Data Entry/Phones**

### **Time Periods When Assistance is Needed**

- Volunteer hours for Clerical Volunteers are Monday through Sunday from 10:00 am until 6:00 pm.
- Clerical/Office/Data Entry/Phones are needed in several departments

### **Related Tasks**

- Provide administrative support to staff of The Animal Foundation.
- Assists with follow up phone calls from the Adoptions Department.
- Assists with message taking, copy making and other general clerical duties.
- Assist with Volunteer Newsletter.
- Help stuffing Adoptions packets.
- Other related assistance, as directed by TAF staff.

### **Special Capabilities Needed**

- Must be organized, professional and show attention to detail
- Must be able to work with little supervision
- Must be able to maintain confidentiality
- Must be able to provide friendly, knowledgeable customer service and answer questions in a professional manner, referring to staff if the correct answer isn't clear or if guidance is needed.

### **Training**

- All Clerical Volunteers are required to attend volunteer orientation.
- Additional training on procedures for Clerical Volunteers will vary by department and will be given when volunteer position is determined.
- Hands on training in specified departments.

### **Commitment**

- Clerical Volunteers are asked to stay a minimum of two hours per shift, and can stay longer if they like.
- Schedule will be arranged with Volunteer Coordinator.

## **First Impression Volunteers/ Public Receiving**

### **Time Periods When Assistance is Needed**

- Volunteer hours for First Impression Volunteers are Monday through Sunday from 10 am to 7 pm.

### **Related Tasks**

- Assist members of the public as they enter the shelter, directing them to appropriate adoption area, to lost and found, and provide other relevant information.
- Refer people to “out of view” books.
- Provide appropriate paperwork to people waiting in line.
- Must be able to provide friendly, knowledgeable customer service and answer questions in a professional manner, referring to staff if the correct answer isn't clear or if guidance is needed.
- Assist in keeping the waiting areas clean and clutter free.
- Other duties as assigned by TAF staff.

### **Special Capabilities Needed**

- Must be able to read, write and have clear communication skills
- Must be able to provide friendly customer service and accurate information to shelter visitors. Have familiarity with the information provided at the counter.

### **Training**

- All First Impression Volunteers must first attend the volunteer orientation
- Specific training will be provided in Public Receiving
- Additional training and workshops related to this activity will also be offered

### **Commitment**

Subject to availability, please inquire with Volunteer Coordinator.

# Foster Program

## Information about the Foster Program

As a foster care provider you will give animals the time, space and nurturing they need to survive, grow, and develop into healthy, adoptable animals.

## Related Tasks

- Providing the time and space to animals that need a place to survive, grow and develop into healthy, adoptable animals.
- Identify and care for sick animals.
- Write notes about the animals behavior and notify staff of any concerns or issues noted with the animals.
- Other related assistance as directed by TAF staff.

## Special Capabilities Needed

- Ability to identify and care for sick animals (will train).
- Ability to follow up with treatments/ medications if needed.
- Ability to explain spay/neuter procedures and adoption procedures when the time comes to find your foster a “forever home”.
- Written and/or verbal approval of landlord (if you are renting).
- Provide own transportation for bi-weekly foster vet appointments, or in case of an emergency.
- Have a flexible schedule.
- Annual home check by approved TAF staff member.
- Ability to lift, push, carry 15-20 lbs.
- Foster parents must have common sense and patience, and the ability to offer separation from your foster animal. Also, an understanding that some issues may result in the euthanasia of an animal

## Training

- All foster volunteers **must attend** the Foster Orientation
- Additional training and workshops related to this activity will also be offered

## Commitment

The commitment of foster families can last for several weeks and requires plenty of responsibility and follow up. Individual commitments will be decided with the help of the Foster Program Coordinator.

# Grooming

## Time Periods When Assistance is Needed

- Volunteer groomers must be certified and have a copy of their certification on file with the Volunteer Coordinator
- Grooming volunteers must be regularly scheduled and provide some of their own equipment, clippers etc.

## Related Tasks

- Identify or communicate with staff to determine animals in need of intensive grooming.
- Use personally owned or shelter-provided grooming equipment to bathe, brush, shave and trim the nails of cats and dogs in our care.
- Write notes about the animals behavior and notify staff of any concerns or issues noted with the animals.
- Other related assistance as directed by TAF staff.

## Special Capabilities Needed

- Must have certified training in grooming a variety of animals.
- Must have knowledge of safe animal handling.

## Training

- All volunteers must attend the Volunteer Orientation.
- May be asked to demonstrate skills before beginning volunteer service

## Commitment

Volunteers in this area commit to working one 3 to 4 hour session per week for a minimum of three months, though they are welcome to stay as long as they want. Grooming volunteers are asked to give one month's notice if they no longer wish to participate as a volunteer.

## **Facilities/Building/Grounds Maintenance**

### **Time Periods When Assistance is Needed**

- Volunteer hours for Facilities/Building/Grounds Maintenance; Monday-Sunday from 9:00 am until 6:30 pm.

### **Related Tasks**

- Performs routine maintenance and ground keeping duties on animal shelter facility.
- Assists with weeding, raking and clean up of landscaping.
- Assists with minor repairs and general cleaning of facility.
- Use of tools may be required.
- Other related assistance, as directed by TAF staff.
- Note: this is a physically active volunteer position.

### **Special Capabilities Needed**

- Must be able to understand, learn and utilize protocols related to health and safety while on premise
- Must be able to provide friendly, knowledgeable customer service and answer questions in a professional manner, referring to staff if the correct answer isn't clear or if guidance is needed.
- Ability to work in extreme temperatures

### **Training**

- All Facilities/Building/Grounds Maintenance volunteers are required to attend volunteer orientation.
- Facilities/Building/Grounds Maintenance Volunteers will work under the direct supervision of Facilities Manager or designated staff member.
- Heat stress training given by Volunteer Coordinator prior to start

### **Commitment**

- Facilities/Building/Grounds Maintenance Volunteers must schedule in advance with Volunteer Coordinator.
- This is a great volunteer opportunity for those looking to do group service projects.

## **Some other possibilities.....**

### **Humane Education**

Assist with tours of The Animal Foundation, help at community presentations, school visits and volunteer fairs.

### **Clinic Assistant**

Experience in the nursing or veterinary fields is always welcome in our clinic

### **Community Service Program Aid**

- Assist onsite with our Community Service Program.
- Help with clerical duties, phone calls and message taking.
- Help community service workers sign in and out.

### **Lost & Found Assistant**

- Work in main shelter building helping visitors navigate through the Lost & Found
- Assist with care of animals in the Lost & Found Rooms.
- Refer people to “out of view” books

### **Large groups Interested in helping The Animal Foundation?**

Do you have a group of people interested in doing a group volunteer project or community service day?

Please fill out a Group Volunteer Event Application

If you would like to organize a donation drive, please see our Wish List, below  
Donations of blankets and towels in any amount are always welcome

**If you have other ideas on how you can help The Animal Foundation, please contact the Volunteer Coordinator at [volunteer@animalfoundation.com](mailto:volunteer@animalfoundation.com) or by calling 384-3333 ext. 114**



**!!! Thank you for helping us help the animals !!!**



## WISH LIST

**The Animal Foundation has many ongoing needs which can be costly! Many of the items we need may be things that you have at home or at the office that you no longer need. Please consider donating these items to the Animal Foundation, as they can and will be put to good use. You might also consider a donation drive for your school or church group. If you would like to donate or would like more information, please call us at 384-3333.**

1-2 Quart Stainless Steel Pales	Ink Cartridges – Q6470A - Q6473A,
Anti-Bacterial Hand Soap	Q6000A - Q6003A & Q1138A
Baby Gates	KMR Milk Replacement for Kittens or
Band –Aids	Puppies
Batteries	Latex Exam Gloves
Bedding (blankets especially!)	Laundry Detergent (liquid only)
Bleach	Linens
Cash Donations	Microscopes
Cat Furniture	Mops and Mop Buckets
Cat Nets	New Dog and Cat Brushes
Cat Shelves	Nylon Bristle Brooms
Cleaning Supplies	Paper Towels
Clipboards	Pooper Scoopers
Collapsible Metal Crates	Power Washers
Commercial Grade Spray Bottles	Printers
Commercial Grade Washers	Professional Printing Services
Copy Paper	Professional Sign Services
Digital Camera	Public Address System
Dish Detergent	Rubber Gloves
Dog and Cat Toys	Safety Goggles
Dog and Cat Treats	Sharpie Markers
Dog Collars	Pet Shampoo
Feeder Bottles	Sheets (new or used)
Flat Panel Monitors 17 in. and larger	Sheeting Pads
Grooming Dryer	Shoe Boxes
Grooming – Clipper Blades	Spray Bottles
Hard, Washable Dog Toys & Kongs	Squeegees-Rubber and Foam
Highlighters	Stainless Steel Bowls
Ink Cartridges – HP 15, 17, 22, 45,	Towels
56, 57, 58, 74, 75, 78, 95/98, 96, 97	Wet Dog and Cat Food
and 92298A	

## **Contact Information**

**The Animal Foundation**  
655 North Mojave Road  
Las Vegas, NV 89101

**Adoption Hours**  
7 days a week, 11 am – 7 pm

**Lost & Found Hours**  
Monday-Saturday 10 am – 7 pm  
Sunday 10 am – 7 pm (reclaim)

Main Shelter Phone	384-3333 x 101
Main Shelter Fax	384-4563
Adoptions Center	384-3333 x 131
Volunteer and Community Service Coordinator	384-3333 x 114
Foster Program Coordinator	384-3333 x 109
Director of Operations	384-3333 x 106

Volunteer Coordinator..... Valerie Abraham  
384-3333 x 114 office    609-4705 cell  
vabraham@animalfoundation.com