



HUMANE SOCIETY
OF PORT JERVIS/DEERPARK

Volunteer Application/Contract

Thank you for your interest in volunteering with the Humane Society of Port Jervis/Deerpark. Volunteers are a welcomed part of our shelter, as they can help assist in many aspects of our general workings. Volunteers between the ages of 12 and 15 must volunteer with their parent or legal guardian. Both individuals must attend New Volunteer Orientation. Volunteers under the age of 16 volunteering at the shelter or shelter event without a parent or guardian will be asked to leave.

All volunteers must attend a New Volunteers Orientation. They are usually held on the first Saturday or Sunday of each month at our shelter located at 202 Route 209, Port Jervis, NY. Check our website (www.pjhumane.org) for the latest volunteer orientation schedule. Volunteers are asked to work a minimum of twice a month. Volunteer hours are 8 am to 4 pm seven days a week and at special events as scheduled. **Hours cannot be used toward court-ordered community service for probation purposes.**

Please fill out the application and contract agreement below. Once submitted you will be contacted by our Volunteer Coordinator. Please note on the application which orientation date you wish to attend. Please send this application to:

Shelter Director: Susan Beecher, 202 Route 209, Port Jervis, NY 12771

Fax: 845-856-3695; e-mail: susan.beecher@pjhumane.org

VOLUNTEER OPPORTUNITIES

Following are just a few examples of the types of volunteer opportunities at our shelter. If you have other ideas or talents to share, please don't hesitate to share them with us!

- **Dog Walker** Dog Walkers take dogs to designated on- or off-leash areas to provide dog with much needed exercise. This opportunity requires a high level of physical activity. Dogs must be kept on leash and at least 15 feet apart at all times when outside of the fenced-in play areas. Only one (1) dog is allowed in the fenced-in play areas at a time.
- **Dog Trainer** We often run group training programs for our shelter dogs to work on manners and basic obedience to help their chances of being adopted and remaining in their new homes. In training dogs, you will be given instructions, demonstrations, and be able to ask questions so you can also work on your own at the shelter when group classes are not available. No prior dog training experience is necessary.
- **Cat Attendant** Cat Attendants provide socialization, playtime and enrichment activities for cats. Knowledge of cat behavior is helpful but not required.
- **Photo Team** Photo team members take pictures of adoptable animals. We use these pictures on our web site, social media, and printed materials. Photo team members must have a digital camera.
- **Mobile Adoptions Team** Mobile Adoption Team members work with each other at our off-site adoption locations. Mobile Adoption Team volunteers assist in setting up mobile adoption areas, handle our adopt-able animals, and speak to potential adopters. Date, locations, and times vary, but off-site adoption events generally occur on the weekends.
- **Humane Education/Community Outreach** Speak to children at schools about pet care and preventing pet abuse. Go to festivals, fundraisers, and other events to discuss animal welfare issues. Dates, locations and times vary.
- **Administrative/Customer Service** Help in the office answering phones, interacting with the public, writing thank you notes, preparing mailings

- **Fundraising/Marketing** Help us solicit donations and sponsorships from the business community. Take literature and event flyers to businesses in your community.
- **Event Planning** Use your organizational skills in planning and carrying out fundraising events. Working as a team and attendance at Fundraising Committee Meetings is required.
- **Construction/Maintenance/Landscaping** There are always things that need to be fixed around the shelter, grass that needs to be cut, leaves that need to be raked in the fall/spring, and sidewalks that need to be shoveled in the winter.

PERSONAL INFORMATION

Application Date: _____ Preferred Orientation Date: _____

First Name: _____ Last Name: _____

Street Address: _____

City, State, Zip: _____

Home Phone Number: _____ Mobile Phone Number: _____

Email: _____

Which is the best way to contact you? _____

Your Occupation: _____

Potential Volunteer Interests:

- | | | | |
|------------------------|---------------------------------------|-------------------------|--------------------|
| _____ Fundraising | _____ Animal Behavior | _____ Advertising | _____ Social Media |
| _____ Web Design | _____ Events | _____ Newsletter | _____ Photography |
| _____ Construction | _____ Landscaping | _____ Animal Transports | |
| _____ Animal Fostering | _____ Administrative/Customer Service | | |

EMERGENCY CONTACT INFORMATION

First and Last Name: _____

Relationship: _____

Day Phone: _____ Evening Phone: _____

IF YOU ARE VOLUNTEERING WITH A CHILD PLEASE PROVIDE THE FOLLOWING:

Child's First and Last Name: _____

Child's Date of Birth: _____ Relationship to Child: _____

Emergency Contact for Child: _____

Day Phone: _____ Evening Phone: _____

YOUR PETS

Do you have pets? _____ If yes, are they spayed/neutered? _____

If yes, please let us know what kind, breeds, etc. (dog, cat, farm animals, exotics, birds, pocket pets)

VOLUNTEER EXPERIENCE

Have you served as a volunteer before? _____

Have you volunteered at a shelter before? _____

If you have volunteered, please let us know with which organizations

ABOUT YOU

Why are you interested in volunteering with us? _____

Please list any physical restrictions, medical limitations or allergies you suffer from: _____

Please list any skills you have that might be helpful to the shelter: _____

What volunteer positions are you most interested in? _____

Although the Humane Society of Port Jervis/Deerpark does not have a "time limit" on adoptable animals, occasionally we must euthanize animals that become ill or have serious behavior issues. How do you feel about this?

VOLUNTEER CONTRACT & AGREEMENT

Please initial each item. If you are including a child volunteer, the child must initial as well.

- _____ I will conduct myself in a courteous and professional manner as a volunteer and as a representative of the Humane Society of Port Jervis/Deerpark
- _____ I agree to abide by all Humane Society of Port Jervis/Deerpark, policies and procedures.
- _____ I authorize the Humane Society of Port Jervis/Deerpark, to contact the emergency contact on this application and seek emergency medical care in case of accident, injury, or illness.
- _____ I agree that my services are provided on a volunteer basis without pay or compensation of any kind and all services are to be performed at my own risk.
- _____ I understand that my volunteer t-shirt must be worn at all times while working in the adoption facility.
- _____ I have received a Tetanus vaccination in the last 10 years. I have provided proof of this medical record via a copy to the community outreach director. I understand I cannot participate in any direct animal care until I sign a tetanus waiver.
- _____ I understand that before I can begin to volunteer I must attend an orientation. Orientations are held on one Saturday and one Sunday each month at the shelter.
- _____ I understand that in handling animals and performing other volunteer tasks there does exist a risk of injury including physical harm caused by the animals.
- _____ I hereby allow the shelter to use any photographs taken of me on property or at a special event for public relation purposes.
- _____ I agree that on behalf of myself, my heirs, personal representatives and executors, I release, discharge, indemnify, and hold harmless the Humane Society of Port Jervis/Deerpark, its agents, employees, directors and board of directors from any and all claims, causes of action, or demands of any nature of cause, including costs and attorney's fees incurred by the Humane Society of Port Jervis/Deerpark in connection with the same, based on damages or injuries which may be incurred or sustained by me in any way connected with my services for the Humane Society of Port Jervis/Deerpark, including but not limited to animal bites, accidents, or injuries.
- _____ We understand as Family Team Members (adult and child) that we will volunteer our time working as a team the entire time we are at the Humane Society of Port Jervis/Deerpark. A violation of this rule will result in the possibility of being terminated from the volunteer program.

Adult Name Printed _____

Adult Signature _____

Child Name Printed (if applicable) _____

Child Signature _____