

# Volunteer Application



**HUMANE  
SOCIETY**

OF JEFFERSON COUNTY

*Bringing people and animals together since 1922*

Date: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

## Availability

- I Prefer Weekends
- I Prefer Weekdays
- I Prefer Evenings (only applicable to special events)
- I'm Flexible
- Other: \_\_\_\_\_

Can you volunteer on a regular basis? (e.g. every Monday)  Yes  No

Please write down your ideal day(s) and time(s) to volunteer:

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**Are you volunteering to fulfill a community service requirement?**

Yes  No

**\*Note: If you are fulfilling a community service requirement, you will not be able to choose your volunteer position, but instead will be assigned whatever position is needed most.**

How did you hear about our volunteer program? \_\_\_\_\_

\_\_\_\_\_

Are you a member of our organization?  Yes  No

What other animal-related groups or organizations do you belong to or volunteer with? \_\_\_\_\_

\_\_\_\_\_

**Volunteer Position(s) Desired**

(Position descriptions attached)

- |   |   |
|---|---|
| <input type="checkbox"/> Office Assistant     | <input type="checkbox"/> Animal Grooming            |
| <input type="checkbox"/> Adoption Promotions  | <input type="checkbox"/> Foster Home                |
| <input type="checkbox"/> Fundraising          | <input type="checkbox"/> Pet Therapy Visits         |
| <input type="checkbox"/> Animal Care giving   | <input type="checkbox"/> Humane Education Presenter |
| <input type="checkbox"/> Building and Grounds |   |
| <input type="checkbox"/> Pet Transport        |   |
| <input type="checkbox"/> Special Events       |   |

**Background Information**

Have you ever been convicted of a felony?  Yes  No

If yes, what: \_\_\_\_\_

Previous animal experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a certain type of animal you would feel uncomfortable working with?  Yes  No

If yes, which animals (e.g. reptiles): \_\_\_\_\_

Hobbies, Interests, & Skills: \_\_\_\_\_  
\_\_\_\_\_

Education/Occupation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your expectations as a volunteer at HSJC?  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that some unadoptable animals at the shelter may be euthanized. I am further aware that the shelter staff alone is responsible for any and all decisions regarding euthanasia, and that I will have no input nor will I be in any way involved in these decisions.

- Yes
- No

Have you ever surrendered an animal to an animal shelter? \_\_\_\_\_  
When? \_\_\_\_\_

**Medical & Emergency Information**

Do you have any medical conditions that we should be aware of?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Do you have any allergies? \_\_\_\_\_ If yes, what are they? \_\_\_\_\_  
\_\_\_\_\_

Who should we contact in case of an emergency? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_

Relationship to this person: \_\_\_\_\_

**Veterinary Information**

Clinic Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please list pets you currently own and those you have owned in the past five years.

Species	Name	Age	Neutered	Still own?

Are the pets you own current on vaccinations? \_\_\_\_\_

If you no longer own the pet, what happened to it?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Agreement & Release**

In consideration of being permitted to participate in the volunteer program and in consideration of the mutual promises of the parties, the Volunteer and /or their parent or guardian makes the following commitments/agreements:

- 1.) As a volunteer, I understand that my role at HSJC is to assist the staff in caring for homeless and needy animals. I also recognize that the staff and management make all decisions regarding the disposition of animals, up to and including euthanasia. Volunteer questions regarding these decisions will be addressed by the Shelter Manager.
- 2.) Volunteer agrees to serve without compensation/pay for such period or periods as are mutually agreed upon by the parties.

- 3.) Volunteers and /or their guardian assumes responsibility for all risks of loss or damage or injuries that may be suffered by the volunteer, his/her spouse, legal representatives, heirs and assigns, or to property owned by Volunteer or in his/her custody in the course of activities on behalf of HSJC from any cause, including but not limited to ordinary negligence attributed to or which might be attributed to HSJC or any of its agents, directors, employees, or other volunteer workers, whether sustained or suffered at any premises under the control of HSJC or any other premises not under the control of HSJC, or when enroute to or from such places or premises.
- 4.) Volunteers and/or their parents or guardian hereby, discharge and indemnifies HSJC and its agents, directors, officer, employees and other volunteer workers of and from and in respect to any and all claims, actions, and rights of causes action, present or future, whether known, anticipated, unanticipated, on account of any personal injury, including death, or loss of, or damage to any property, suffered or sustained by Volunteer, spouse, parents, legal representatives, heirs, or assigns from any cause incident to arising out of, during, or in connection with Volunteer's performance or Volunteer's services at the place or places and in the performance or activities as are described in this agreement.
- 5.) The representations, conditions, and commitments contained in this instrument shall be binding upon volunteer's parents, heirs, legal representatives, and assigns.
- 6.) This agreement contains the entire agreement between the parties hereto and the terms are contractual and not a mere recital.
- 7.) Volunteer and/or parents further states that he/she has carefully read the forgoing release and knows the contents thereof and signs this release freely and voluntarily.
- 8.) By signing this document, Volunteer and/or parents are stating that all the information given herein is accurate and complete and do hereby give consent for the Humane Society of Jefferson County to verify any and all information contained herein.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Parent or Guardian (if minor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HSJC Employee

### Office Use Only

Acceptance Date: \_\_\_\_\_ Volunteer notified: \_\_\_\_\_

Volunteer position: \_\_\_\_\_

# HSJC Volunteer Positions

## **Office Assistant**

One of our most versatile positions, office assistants may be asked to do things such as: filing, word processing, photocopying, mailing, routing phone calls to appropriate personnel, and much more!

### **Requirements:**

- Previous clerical/computer skills preferred but will train interested volunteers.
- Excellent customer service skills.
- Able to handle multiple tasks at once and not easily overwhelmed.
- Must enjoy working with *people*.

## **Building and Grounds**

These volunteers assist the shelter staff with maintaining our beautiful grounds. Duties may include mowing and watering our lawn and/or weeding and tending to our plants. We are also in need of a basic handy person to help with quick fixes around the shelter.

### **Requirements:**

- Basic knowledge of lawn care and handy work.
- Able to volunteer when needed (e.g. when something breaks).
- Love of the outdoors (if doing lawn work).
- Hand & Power tool experience.

## **Adoption Promotions**

Help us find forever homes for more animals by assisting our staff and fellow volunteers throughout the community. This may include monthly visits to our satellite adoption center located in Petsmart on Madison's West Side or Petco in Delafield. You'll help give potential adopters more information about the animals available and provide information about responsible pet ownership.

### **Requirements:**

- Previous animal experience preferred, but training is available.
- Friendly and patient personality.
- Valid driver's license and mode of transportation.

## **Fund-raising**

The primary function of these volunteers is to help our shelter and/or fund-raising committee plan, organize, and implement fund-raising events to help us continue to help the homeless animals of Jefferson County.

### **Requirements:**

- Able to meet with fund-raising committee on as needed basis.
- Willingness to work with community members and businesses.

### **Animal Care-giver**

We pride ourselves on the fact that our animals receive excellent care when they are at our shelter. As an animal care-giver you will work side-by-side with shelter staff members to help us maintain our high standards. Duties include: cleaning of all pet areas, morning feeding and watering of animals, washing dishes, doing laundry, setting up pet areas with toys and bedding, and passing out treats. These volunteers will be needed any and everyday between the hours of 8:00 a.m. and 12:00 p.m.

#### **Requirements:**

- Previous animal experience preferred, but training is available.
- Good observational and communication skills.
- Able to follow specific cleaning protocols.
- Willingness to take direction from staff.
- Ability and willingness to lift 50 lbs.

### **Humane Education Presenter**

Help us provide information regarding animal welfare and responsible pet ownership to children and adults in schools, community organizations, and tour groups by becoming one of these volunteers.

#### **Requirements:**

- Previous animal experience/knowledge.
- Able to communicate well with people of all ages.
- Previous public speaking experience preferred.

### **Animal Grooming**

A wonderful way to start an adoption is to have a clean, shiny dog that smells fresh. Our animal groomers give all of our dogs in the shelter a chance to have a "fresh start!" Bathing will primarily be done before adoption appointments or on an as needed basis.

#### **Requirements:**

- Previous dog handling experience required.
- Ability to lift dogs and understand kennel cards.

### **Special Events**

We frequently place booths at various community functions. These volunteers assist staff with setup, takedown, and operation of Society special events. Such events include the annual Dog Jog in Madison, the Jefferson County Fair, Rabies Clinics, and community parades.

#### **Requirements:**

- Friendly and outgoing personality.
- Excellent communication skills.