

Volunteer Opportunities and Application

Following is a list of the volunteer opportunities at APe Action. When filling out the application, you will be given the opportunity to list the positions that are best suited to your interests and skills.

Please keep in mind that we also need volunteers who can donate their time and ability in specialized areas for short term and ongoing projects, such as auto repair, copier repair, computer repair handyman type jobs, and other odd services. If you have special skills you would like to offer, or if there are any services you can provide which are not listed on the volunteer application, please describe them in your application at the end in the Additional Comments section.

Please indicate which volunteer opportunities interest you the most by marking your choices in the blanks provided. Junior Volunteers may NOT perform jobs with an asterisk * by them.

VOLUNTEER JOB DESCRIPTIONS:

Adoption Counselor *: *Assist prospective adopters with the selection of a pet best suited to their family and lifestyle placing pets into loving, permanent homes that are mutually compatible for the pet and adoptive family.*

Foster Parent*: *on occasion we do need to find a suitable Rehabilitation/Foster Parent. These instances arise when a particular dog may not be kenneling well, or may have certain issues. To participate in this program, in addition to being a current volunteer, a Foster Application, additional training and approval of the Adoption Manager are required.*

Fundraiser: *Assist with fundraisers, or create your own. May place or distribute informational brochures and flyers for the public to view.*

Greeter*: *Welcome the public during our events.*

Home Checker*: *As an Adoption Counselor, check the premises of prospective adopters to ensure suitability and safety for the animal they wish to adopt (i.e. height and condition of fence, etc.)*

Humane Education*: *May help make packets for students or assist with school presentations in educating the public on responsible pet ownership and the need for spay/neutering. May also help in school field trips and other educational campaigns.*

Mobile Events: *Represent APe Action, and take our orphans on the road to community events to increase their chances of adoption while promoting awareness of our shelter to a variety of off-site locations.*

Office Assistant (clerical work): *Assist office staff with general duties such as returning phone calls, s, filing, entering computer data, photocopying, putting adoption packets together, etc.*

Special Events: *Throughout the year, we always need assistance with a variety of special events. Duties may include computer input and various organizational duties.*

Volunteer Application

Animals, People, & Environment Action

Application Date _____

Volunteer Position Sought _____

Name _____

Home Address _____

Work Phone _____ Home Phone _____

Cell Phone _____

E-mail address _____

Emergency Contact info:

Name: _____

Address: _____

City: _____

Phone: _____

Education

Highest Level of Education _____

Employment

Current Employer, if applicable

Position/Title _____

Dates of Employment (starting, ending) _____

Company/Employer _____

Address _____

Would you like us to keep your employer abreast of your volunteer service and achievement?

Special training, skills, hobbies _____

Groups, clubs, organizational membership's _____

Please describe your prior volunteer experience (include organization names and dates of service) _____

What experiences have you had that may prepare you to work as a volunteer in the field of [description of field, e.g. animal rescue, domestic violence, child abuse prevention, youth recreation, etc.]? _____

Why do you want to volunteer? [or What do you want to gain from this volunteer experience?]

Have you ever been convicted of a crime? [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.

Drivers License #: _____ (please list State and DL #).

Car insurance? _____ (please list company you are insured with).

Is your car available for transporting dogs? _____

Please list the current animals breed and ages you have living in your household _____

Please list any other animals you may come into contact with on a semi regular basis _____

If your current animals or animals you come into semi regular contact with are ever boarded at a vet facility, please list this here _____

During your volunteer work will any other people come into contact with an animal you are transporting for us as a volunteer? _____

Please list which of the following you currently own:

Dog/Cat Crate: yes _____ or no _____, if yes please list the sizes you have. _____

Leashes/Choke Collars: yes _____ or no _____, if yes; how many? _____

Do you have blankets/dog beds that you can use for transport? yes_____or no_____

Do you have disinfectant you can keep in your vehicle to clean out crates after each transport? yes____or no_____

Do you have stainless steel water bowls that you can use for dogs in transport?

Do you know pet CPR?_____

Please initial you have read this and agree to put our identification tags on all dogs being transported once the animal is immediately within your care._____

Please initial you have read this and agree to transport all animals in crates and will handle/move all animals with a choke collar once the animal is immediately within your care._____

REFERENCES: Please list three people who know you well and can attest to your character, skills and dependability. Include your current or last employer.

<u>Name/Organization</u>	<u>Relationship to You</u>	<u>Phone</u>	<u>Length of relationship</u>
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Volunteer Job Descriptions:

Please let us know what volunteer opportunities interest you by listing them in the order you are interested (i.e. first choice comes first, second choice second, etc.). The list of volunteer jobs is at the top of this page. Each position has different availability levels depending on our need at the time of your application. If you have special skills to offer, please list those as well.

Please read the following carefully before signing this application:

I understand that this is an application for and not a commitment or promise of volunteer opportunity.

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with Animals, People and the Environment Action that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by Animals, People and the Environment Action. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Animals, People and the Environment Action or my termination as a volunteer.

Print Name_____

Signature _____ Date _____

Witness_____ Date _____