

# Animal Rescue Committee

780.805.8594 • 780.849.3225 • arcofsl.com • info@arcofsl.com • Box 1523 Slave Lake, AB T0G 2A0 of Slave Lake

## VOLUNTEER APPLICATION FORM

All volunteers must be 18 years of age or older to participate in this program independently.

### PERSONAL INFORMATION

Name. \_\_\_\_\_ Birth date. \_\_\_\_\_

Address. \_\_\_\_\_

Phone Numbers. \_\_\_\_\_

Email Address. \_\_\_\_\_

Employer. \_\_\_\_\_

#### Emergency Contact

Name. \_\_\_\_\_

Phone Numbers. \_\_\_\_\_

Relationship to you. \_\_\_\_\_

Please be advised that certain positions require you to consent to a criminal record check. In addition, duties that require driving while volunteering also require a valid driver's licence, use of a personal vehicle and proof of insurance. (Driver's abstract may be required.)

Please list any present or previous volunteer work and describe your experience with animals.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## AVAILABILITY

Please indicate the days and times you are usually available to volunteer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

How many hours per week would you like to commit to? \_\_\_\_\_

## VOLUNTEER OPPORTUNITIES

***Please check the volunteer duties you are interested in helping with:***

- Cat care - Scooping litter boxes, feeding, watering, disinfecting kennels and floor washing.
- Cat socialization - Handling kittens and possibly older cats that have not had a lot of human contact. (Scratches, bites, etc. are possible.)
- Community events and fundraising *(please X ones that interest you.)*
  - Annual Dog Walk
  - Annual Christmas Craft Fair
  - Annual Raise the Woof Dinner
  - Future birthday party host
  - Future Movie Night with Pets
  - Future kids camp, PD days, etc. (education)
- Dog care – Feeding, watering, cleaning kennels (feces/urine.)
- Dog walking – Walking dogs, picking up/scooping poop.
- Foster home: dogs / cats (circle preference(s)) - Please ask for additional info if interested in fostering.
- Laundry - Washing, drying, folding, sorting and storing blankets, towels, and toys soiled by animals in ARC's care.
- Miscellaneous / general cleaning – Cleaning/disinfecting litter pans, food and water dishes, window cleaning, floor vacuuming/washing, bathrooms, etc.
- School visits or shelter tours - Interacting with groups of people during formal educational programs or public tours.
- Animal transport - Taking animals in ARC's care to vet appointments, and on occasion transferring animals to other shelters within Alberta. This is done at the volunteer's own risk, using their personal vehicle with a valid driver's licence and insurance. (Driver's abstract may be required.)

- ❑ Running errands - Picking up/delivery supplies, posters, etc. This is done at the volunteer's own risk, using their personal vehicle with a valid driver's licence and insurance.
- ❑ Treadmill training - Exercising dogs on a treadmill.
- ❑ Administration - Assisting with paperwork and filing animal records.
- ❑ Board of Directors - Regularly attending monthly meetings to make decisions for ARC, possibly serving as Chairperson, Vice-Chairperson, Treasurer, Secretary or Director.

## **ESSENTIAL CAPABILITIES**

To safely and effectively serve as a volunteer with the Animal Rescue Committee of Slave Lake, volunteers need to have the following physical, mental and emotional capabilities where applicable.

### **PHYSICAL CAPABILITIES**

- Quick reflexes and ability to use both hands simultaneously.
- High level of manual dexterity to leash/harness animals, handle small tools and to properly groom animals.
- Ability to walk unaided on unpaved, uneven, rugged and sometimes muddy and slippery exercise yard and lawn areas when walking dogs.
- Ability to bend and squat.
- Ability to stand for significant periods of time while walking dogs or cleaning cages/kennels.
- Average vision to move safely around the building, to be able to observe animal body language without difficulty and to be able to read animal paperwork.
- Average sense of smell and touch in order to assess body condition of animals and to note signs of illness or injury.
- Ability to hear if animal is growling or making sounds indicating pain or fear.
- Ability to speak and effectively communicate verbally as well as in written form.
- Ability to manoeuvre well in tight spaces and react and move quickly in order to prevent dogs or cats from escaping.
- Ability to handle and restrain animals of small to large size with extreme caution and care.
- Must not have strong allergies to dogs or cats that cannot be managed through medication, or to chemicals used in grooming or cleaning.
- Ability to deal with strong and unpleasant odors, fleas, lice, feces, and possible wounds or injuries to animals in our care.
- Ability to cope with a very loud environment due to animal noises.

- Must have the ability to judge an animal's reaction and to change voice to a soft or strong, authoritative tone in order to calm a dog's response or give command.
- Ability to reach cabinets and cages, using a step ladder as needed.
- Ability to carry baskets of laundry, load and unload washer and dryer, fold clean laundry and put away, reaching shelves from ground level up to 6 feet high, using a step ladder as needed.
- Ability to use a microwave and blender, as well as reach items in a standard refrigerator or freezer.
- Ability to wash dishes and put away in cabinets and drawers.
- Average strength to assist with lifting small to medium sized animals into bath tub and ability to assist with grooming and bathing duties as needed.

### **MENTAL CAPABILITIES**

- Ability to understand, remember and follow instructions and procedures.
- Reading, writing, spelling and communication skills and a fluency in the English language.
- Possess problem solving capabilities.
- Must be aware of potential dangerous situations while working with the animals, must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgement and act appropriately in these situations.

### **EMOTIONAL CAPABILITIES**

- Ability to cope with unexpected animal behavior without assistance.
- Ability to cope with a highly emotionally charged environment with some animals that are homeless, abandoned or abused, as well as the reality that some of the animals in our care may be euthanized when it is in the best interest of the animal or when the only recourse is to euthanize to avoid suffering.
- Ability to understand ARC's policies and positions regarding companion animals, and other key animal welfare issues as well as an ability and willingness to appropriately and accurately represent those policies when interacting with the public or otherwise representing ARC.
- **Once trained**, volunteers must be able to work with minimal supervision, yet must recognize limitations in knowledge and abilities, and ask for help when needed. Volunteers should be able to work independently for long periods of time, as well as work within a team setting with other volunteers or staff.

Please indicate any reasonable accommodation you may need in order to meet the capabilities of your volunteer position ARC: \_\_\_\_\_

## **ORIENTATION**

All volunteers must attend an orientation prior to any volunteer duties that you sign up for. If you are a successful applicant you will be contacted by our volunteer coordinator with dates and times available. This may be done in a group setting.

## **PERSONAL REFERENCES**

Provide the names of two persons (employer/supervisor, volunteer supervisor, teacher, etc.) who can be contacted to provide information pertinent to your job performance. No relatives please.

1. Name. \_\_\_\_\_  
Phone #'s. \_\_\_\_\_  
Email. \_\_\_\_\_  
Relationship. \_\_\_\_\_
  
2. Name. \_\_\_\_\_  
Phone #'s. \_\_\_\_\_  
Email. \_\_\_\_\_  
Relationship. \_\_\_\_\_

## **WAIVER, INDEMNITY AND CONSENT**

Prior to volunteering you must agree to the terms and conditions of volunteering with Animal Rescue Committee of Slave Lake (ARC).

Signing and submitting your application form denotes your understanding and waives responsibility to Animal Rescue Committee of Slave Lake.

In consideration of being permitted to volunteer with Animal Rescue Committee of Slave Lake ("ARC") I, the undersigned, voluntarily agree to the following:

1. I agree to conduct myself in a courteous and professional manner as a volunteer and representative of ARC, and I will treat all the animals with the highest respect.
2. I agree to follow all ARC policies and procedures and abide by all instructions from the coordinating volunteers/staff.
3. I agree that my volunteering services with ARC are performed on a volunteer basis without pay, without medical or worker's compensation insurance and without compensation of any kind and all of my volunteering services are performed at my own risk. I agree that it is my responsibility to act in such a manner as to be responsible for my own safety and others while volunteering.
4. I authorize ARC to contact the emergency contact on this application and seek emergency medical care in case of an incident, illness or injury.
5. I have disclosed all relevant medical conditions in this application and will advise ARC of any changes (for example, pregnancy). I acknowledge that ARC strongly recommends that I

keep current with my tetanus immunizations and to advise my doctor that I may be handling animals. I agree that all inoculations, medical care and medications are my own responsibility and I release ARC from all responsibility with respect to same.

6. I give ARC exclusive right to use, publish, alter or reproduce any photographs, drawings, writings or any depictions etc. that may be taken or made by or of myself during ARC events or submitted to ARC as part of my volunteer duties and I understand and agree that these materials will become the property of ARC and will not be returned. I waive the right to inspect or approve the finished product. I waive any right to royalties or other compensation arising or related to the use of the photograph, copyrightable material produced of me or by me as a volunteer.
7. I agree to keep confidential indefinitely all ARC records and information regarding previous and new owners, ARC animals and all non-public ARC records and information.
8. I agree that ARC may refuse or terminate my participation in its volunteer programs at any time and without notice.
9. I acknowledge that the animals of ARC are not trained by ARC and that they can be unpredictable. I acknowledge the risks and dangers inherent in handling animals and in otherwise volunteering with ARC and I freely assume and fully accept these risks. I hereby waive any rights to a cause of action or future cause of action I may have against ARC and its directors, officers, agents, employees, servants, volunteers, representatives and assigns (collectively, "ARC and its Representatives"), and release, discharge, indemnify and hold harmless ARC and its Representatives from and against all claims, actions, costs, expenses and demands, in respect of the following, not limited to death, injury, loss or damage to person or property, arising out of or in connection with my volunteering, howsoever caused, even if such loss or injury is caused by the negligence or default of ARC and its Representatives.
10. I agree to this waiver, indemnity and consent on behalf of myself, my heirs, executors and assigns.

## **VOLUNTEER SIGNATURE**

\_\_\_\_\_

print

\_\_\_\_\_

sign

\_\_\_\_\_

date

## **ARC REPRESENTATIVE**

\_\_\_\_\_

print

\_\_\_\_\_

sign

\_\_\_\_\_

date