

FOR OFFICE USE ONLY				
Interview Notes: Schedule: SUN, M, T, W, TH, F, SAT Area: CKT, DKT, DW, VC, OS, MM, S&P, Sp E. Main. Other _____ Shift: 8-12, 12- 4, 2 -6 Other _____	Application Completed		Name Badge	
	Volunteer Orientation Date Attended		Added to Schedule	
	Personal Interview Date		Added to Directory	
	Training Start Date		Job Description	
	Job Shadow Completed		Volunteer Manual	
	Copy Drivers License		Email Directory	Yes No
	T Shirt		On Call	



Northwest Organization for Animal Help

N.O.A.H. Animal Adoption and Spay/Neuter Center

VOLUNTEER APPLICATION



Thank you for your interest in the N.O.A.H. Animal Adoption Center's Volunteer Program

You must be at least 14 years old to volunteer

Please fill out this application **completely** and to the best of your ability.

APPLICANT INFORMATION

First Name _____ Last Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____ → Cell
 Work
 Other

Emergency Contact Name and Relationship _____ Emergency Contact Phone _____

Your Email Address _____

I am 18 years of age or older: YES NO

You may use my information in a Volunteer Directory to distribute to fellow volunteers to use to find a substitute as needed YES NO

Birth Date (required) _____

Current Employer _____ Occupation _____

Employer Phone _____ May we contact you at work? YES NO

If retired, previous occupation (s): _____

List Clubs, Associations, and Special Connections in your Community _____

How did you hear about our volunteer program? _____

Why would you like to volunteer for N.O.A.H.? _____

Do you have any previous volunteer experience? : YES NO

Previous Organization Name(s) Include contact number(s) _____

Position(s) Held _____

SCHEDULING:

Are you willing to commit to a minimum of 4 hours weekly, for 6 months? YES NO

AVAILABILITY:

Our goal is to have volunteers scheduled consistently on the same day, every week for 4 hours. This helps to provide a stable work environment for staff, volunteers and the animals. A few exceptions are made according to scheduling needs.

Check which day you are available I am available for this shift (Circle)

_____ Sunday:	Morning 8-12	Midday 12-4	Afternoon 2-6
_____ Monday:	Morning 8-12	Midday 12-4	Afternoon 2-6
_____ Tuesday:	Morning 8-12	Midday 12-4	Afternoon 2-6
_____ Wednesday:	Morning 8-12	Midday 12-4	Afternoon 2-6
_____ Thursday:	Morning 8-12	Midday 12-4	Afternoon 2-6
_____ Friday:	Morning 8-12	Midday 12-4	Afternoon 2-6
_____ Saturday:	Morning 8-12	Midday 12-4	Afternoon 2-6

Are you willing to be on call? YES NO

INTERESTS:

Please check the areas that your are interested in.

- | | |
|-------------------------------------|--|
| _____ Dog Kennel Technician | _____ Special Events and Projects Planner |
| _____ Cat Kennel Technician | _____ Off-Site Cat Caretaker (Pet Smart, Petco) |
| _____ Cat & Dog Socializer | _____ Marketing/Fundraising Assistant |
| _____ Dog Walker | _____ Gift Store Attendant |
| _____ Maintenance/Grounds | _____ Bathing and Grooming |
| _____ Administrative Assistance | |
| _____ *Adoptions/MatchMaker | _____ * Animal Transport – from N.O.A.H. to off site locations |
| _____ * Veterinary Clinic Assistant | _____ * Receptionist |

*** Must have previous experience or volunteer at N.O.A.H. three months or longer to receiving position.**

YOUTH PROGRAM VOLUNTEER

Are you participating in this program to fulfill school-related course requirements? YES NO

If yes, please explain your program requirements- provide school contact name, telephone number and hours needed to complete project.

Are you willing to contribute more hours than required by your program? YES NO

LEGAL INVOLVEMENT: (Information will be held in confidence.)

Have you ever been convicted of a felony? _____ If yes, what was date and the nature of the crime?

Are you currently under a Labor & Industry claim? YES NO

If yes, please describe incident and outcome. How would this effect your volunteer time here? (Please use separate sheet if needed)

Have you ever been released from a volunteer program? If yes, describe circumstances (use separate sheet of paper if necessary):

17. Reception volunteers must be able to operate moderately complex telephone system; pick up receiver, push buttons to place calls on hold and transfer, speak and communicate effectively. Other volunteers must be able to use a telephone to summon in help in an emergency.
18. Ability to reach cabinets and suites/ condos at least six feet in height, using a step stool as needed.
19. Ability to push carts and barrels of laundry; load and unload washer and dryer; fold clean laundry and put away, reaching shelves from ground level up to six feet, using a step stool as needed.
20. Ability to wash dishes and put away in cabinets and drawers from ground level up to 6 feet in height with use of step stool as needed.
21. Grooming volunteers must have average strength to assist with lifting small to medium size animals (up to 75 pounds) into bathtub, which is approximately three and a half feet high.
22. Ability to bend over bathtub for extended periods of time to complete grooming, cleaning suites, gates and litter box washing procedures as needed.
23. Possess immune system strong enough to tolerate exposure to zoonotic diseases such as ringworm and mange.

Essential Mental Requirements:

1. Ability to understand, remember and follow instructions and procedures.
2. High level reading, writing, spelling and communication skills (example: understand words such as quarantine, euthanize and other common industry related terms). Ability to read signs of caution (i.e. "Staff Only", "Caution", "Go slow" etc.)
3. Possess problem solving capability.
4. Ability to observe and evaluate response to handling as well as health and behavioral problems that are revealed during socialization.
5. Must be aware of potentially dangerous situations when working with the animals, must be able to remain calm with animals that are upset; behave sensitively and confidently; show good judgment and act appropriately in these situations.

Essential Emotional Requirements:

1. Ability to cope with unexpected animal behavior without assistance.
2. Ability to cope with a highly emotionally-charged environment with some animals that are homeless, abandoned and/or abused, as well as the reality that some of the animals in our care may be euthanized.
3. Ability to understand N.O.A.H.'s policies regarding companion animals and accurately represent those policies when interacting with the public or otherwise representing N.O.A.H.

Level of supervision:

1. Once trained, must be able to work with minimal supervision, yet must recognize limitations in knowledge and abilities, and ask for help when needed.
2. Should be able to work independently for long periods of time, as well as work within a group atmosphere with other volunteers or staff.

Other:

1. A fairly high level of experience and familiarity with cats and dogs and their anatomy is desirable.
2. All animal care positions involve some cleaning, and can involve the use of hazardous chemicals with toxins.

Please indicate all medical concerns, allergies, and/ or reasonable physical accommodations you may need in order to meet the essential requirements of your volunteer position at N.O.A.H. We do not guarantee that N.O.A.H. will be able to provide accommodations. We reserve the right to decline volunteer assistance from any member of the public.

Applicant Signature _____

Today's Date _____

Please provide a color copy of your driver's license with this application

Attention: Kat Dockstader, Volunteer Coordinator
 The N.O.A.H. Center
 Animal Adoptions and Low Income Spay/Neuter Clinic
 31300 Brandstrom Road
 Stanwood, WA 98292
www.thenoahcenter.org
 360-629-7055
kat@thenoahcenter.org