

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 Completed		Job Description	
	Job Shadow Completed		Volunteer Manual	
	Copy Drivers License		Email Directory	Yes No
	T Shirt			



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.

Prioritize days by numbering 1-5 and circle time of day as to when you are generally available:

_____	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:

Prioritize by numbering areas of interest: (1 – 5)

- | | |
|--|---|
| ___ 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 |
| ___ * Receptionist | ___ *Adoptions/MatchMaker |
| ___ Bathing and Grooming | ___ * Veterinary Nurses Assistant |
| ___ Administrative Assistance | |
| ___ Maintenance/Grounds | |
| ___ * Animal Transport – from N.O.A.H. to off site locations | |

***Must have previous experience or volunteer at N.O.A.H. three months prior 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 N.O.A.H.

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):

WAIVER OF LIABILITY AND AGREEMENT TO INDEMNIFY

THE UNDERSIGNED acknowledges that he/she desires to perform certain services (collectively, "Services") for the Northwest Organization for Animal Help, a Washington non-profit corporation ("N.O.A.H."). The Undersigned further understands and acknowledges that certain risks may be associated with performing the Services.

In consideration of being permitted to perform Services for N.O.A.H., the Undersigned, for himself/herself and his/her heirs and representatives voluntarily and knowingly executes this document and expressly waives any and all rights, claims or causes of action including, without limitation, those involving bodily injury or property damage to the Undersigned, or to the Undersigned's family or property while the Undersigned is engaged, directly or indirectly, in performing the Services, whether or not caused by the negligence of N.O.A.H., its officers, directors, agents or employees.

In further consideration of being permitted to perform the Services for N.O.A.H., the Undersigned hereby agrees to indemnify, defend and hold N.O.A.H., its officers, directors, agents and employees harmless from and against any and all liability, damage, loss, cost and expense incurred as a result of any claim, demand, or cause of action, brought against N.O.A.H., its officers, directors, agents or employees, jointly or individually, for bodily injury or property damage suffered as a result of the Undersigned's negligent, reckless or willful act or omission in the performance (or failure to perform) of Services.

Understanding that public relations are an important part of a Volunteer's activities on behalf of N.O.A.H., I hereby authorize N.O.A.H. to use any photographs of me in its possession for public purposes. I ask that N.O.A.H. use reasonable efforts to give me advanced notice of any such use, but such notification is not a condition to release of photographs for public relations purposes.

The Undersigned has read and fully understands the contents of this Waiver of Liability and Agreement to Indemnify. This Waiver of Liability and Agreement to Indemnify shall continue in full force and effect until terminated in writing and in the event of such termination shall remain applicable to all matters occurring or first arising on or before the date of such termination regardless of such termination.

Signature of Applicant	Today's date	Signature of Legal Guardian <i>(Required if Applicant is a minor)</i>	Today's Date
Print Name		Address of Signatory (Parent or guardian)	
		Relationship to Applicant	

Volunteer Essential Job Requirements: Animal Care Positions

The animal care positions within N.O.A.H. involve working with cats and dogs. In addition to the basic job description for each position, the following is meant to indicate the essential physical, mental and emotional requirements for each of these positions. **A signature on this form indicates that the volunteer meets these requirements.**

Essential Physical Requirements:

1. Quick reflexes and ability to use both hands simultaneously (example: open kennel door while handling animal).
2. High level of manual dexterity to leash/harness animals, handle small tools and to properly groom animals.
3. Ability to walk unaided on unpaved, uneven, rugged and sometimes muddy and slippery nature trail and lawn areas which include being able to climb over fallen logs and maneuver around debris and puddles (when walking dogs outdoors).
4. Ability to bend and squat in order to leash/harness and pick up animal.
5. Ability to stand for significant periods of time while walking dogs, assisting the public with visits, or cleaning kennels.
6. Average vision without night vision problems as dog walking is done often with little or no natural lighting available.
7. Average sense of smell and touch in order to assess body condition of animals, and to note signs or illness or injury.
8. Ability to hear if animal is growling or making sounds indicating fear or pain.
9. Ability to speak and effectively communicate verbally as well as in written form.
10. Ability to maneuver well in tight spaces and react and move quickly in order to prevent dogs or cats from escaping (example: ability to quickly pursue and retrieve any cats or dogs who have escaped from a suite).
11. Ability to handle and restrain animals of small to large size (up to 110 pounds) with extreme caution and care. This requires average vision, hearing, steadiness of hands and body, quick reflexes, physical strength, and mental alertness.
12. Capturing of loose and escaped animals with quick and quiet movements, and ability to use hands simultaneously.
13. Must not have strong allergies to dogs or cats that can't be managed by medication, or to chemicals used in grooming or cleaning.
14. Ability to deal with strong and unpleasant odors, fleas and possible wounds or injuries to animals in our care.
15. Ability to cope with a very loud environment due to animal noises.
16. 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 to give commands.
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 who 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

SEND COMPLETED APPLICATIONS:

Attention: Kat Dockstader, Volunteer Coordinator
 N.O.A.H. Animal Adoptions and Spay/Neuter Center
 31300 Brandstrom Road
 P.O. Box 1603
 Stanwood, WA 98292
www.thenoahcenter.org
 360-629-7055
kat@thenoahcenter.org