

# Volunteer Application

Dear Volunteer,

Welcome! Your service is invaluable and greatly appreciated. We could not do the work with the animals that we are so committed to at Noah's Ark Animal Welfare without your support. We are a non-profit shelter and we rely on the generosity of our volunteers, who give their time and skills to help us provide the best possible care for the animals that are entrusted to us. The time and energy contributed by volunteers keeps the shelter functioning.

Whether you are working directly or indirectly with the animals in our care, you have an enormous impact on their lives. Helping our furry friends is not only a huge value to the animals, but also offers many benefits to you as a supporter. Volunteering is fun, educational and fulfilling, and offers perks like the following:

- Becoming an advocate and spending time towards a cause that is rewarding, saves lives and makes a difference.
- Forming friendships and being part of a team who shares the mutual passion of the humane treatment of animals.
- Getting exercise and decreasing stress. (Did you know recent scientific studies indicate that the human- animal bond is therapeutic, brings joy and comfort, and can overall increase well-being?)
- Using a skill you already have, or learning a new one.

All ages are welcome to volunteer at NAAWA. Volunteers under 18 years old must have parental/legal guardian permission. To work independently, volunteers must be at least 14 years old. Volunteers age 13 and younger can volunteer while they are accompanied, at all times, by a guardian who also completed training in the volunteer position the youth wishes to participate in.

To begin your journey, complete and sign the volunteer application and waiver form enclosed in this packet. Please include your phone number and email address – email is our preferred method of communication for all of our events – look for our emails in your inbox and be sure to check your spam folder just in case. Once you return your completed application to the volunteer coordinator, you will be contacted, by phone or email, to confirm an orientation appointment. New volunteer orientation class is held by appointment. Orientation is approximately 1.5-2 hours long and is required of all volunteers, before beginning to volunteer. The class includes discussion of the volunteer handbook, NAAWA background, NAAWA services, includes a tour of the shelter, and offers an enrichment crash course. The volunteer handbook and other volunteer information, including orientation sign-up, can be found on our website, [noahsarktrinidad.org](http://noahsarktrinidad.org). If you have any questions concerning the application process, orientations, or any of the volunteer positions, please contact the volunteer coordinator through email or telephone.

We hope that you will find your volunteer experiences both rewarding and fulfilling. We are so appreciative of your interest in volunteering at NAWWA. We and the NAWWA animals thank you for your efforts, your time, and your compassion!

## Volunteer Opportunities

Noah's Ark Animal Welfare Association is the only animal shelter in the Trinidad-Las Animas County region. We strive to make a great shelter with progressive programs and creative processes. We want the pets in our care to have a great experience during their stay with us; to be very well cared for, loved, fed, clean, and comfortable. We want potential adopters and adopters to have a positive experience with us. We want our volunteers to have a wonderful experience within our organization in all realms of service. We want to accomplish this in an innovative, caring, fun, warm, professional, and positive manner. Are we asking too much? We think not.

Numerous volunteer positions are available. Pick one position, or pick two or three. Try them on, see what fits you. Some positions such as Kennel Attendant or Thrift Store Associate require a weekly time commitment. If you cannot commit to a weekly time schedule during our open hours, don't fret, you can join the enrichment team, be a foster parent, work the seasonal adoption fairs, walk in the parades, join the bake sale team, or help out with marketing or clerical work from home. There are many options for everyone's schedule and all options still benefit the animals. Further, if you have a special talent or skill that you feel the organization can utilize – take a chance, tell us about it! You might be surprised to learn that the most trivial thing you know how to do can make a great impact.

Our current volunteer opportunities:

- 1. Thrift Store Associate:** Our upscale thrift store, *The Noah's Ark Thrift Store*, has opportunities for people willing to help greet and work with customers, sort items, help with light cleaning, and stock the shelves with second hand treasures. Volunteer qualifications: a dependable team player with a positive and friendly attitude, good customer service skills, a nice appearance, organizing and sorting skills, good ability to follow directions, and a commitment to at least one day a week for a three-hour shift. Or you can volunteer to only help with furniture moving, as needed. *The Noah's Ark Thrift Store* is vital to the shelter animals, as it is responsible for generating a sizable portion of the animal shelter's operating funds. This is a fun, social environment where you can contribute to the welfare of shelter animals.
- 2. Foster Parent:** Our shelter covers medical and food costs, foster homes provide shelter, love and care. Care for a cat or dog in need of gentle socialization or in need of a break from the kennel. Some foster candidates are too young for adoption, need bottle feeding, are elderly, or in need of recovery from a medical condition. When fostering an animal, the time frame could be anywhere from two days to three months depending on the particular situation and what works for you – we are very flexible.
- 3. Kennel Attendant:** Join shelter staff in the mornings to assist with dog or cat cleaning and feeding. As one of the most rewarding and educational positions available; this position is hands-on working with the animals. You choose if you want to work with cats or dogs or both. Qualifications: a dependable team player with a positive and friendly attitude, good ability to follow directions, ability to lift 30 lbs. (dog attendant) and 10 lbs. (cat attendant), quick reflexes, ability to interpret animal behavior signals, ability to work in an environment with strong odors and cleaning chemicals, and a commitment to at least one day a week for a shift beginning at 9 am. This is a rewarding and educational opportunity where you can interact directly with the animals and provide direct care for them by providing them with clean shelter, food, and water.
- 4. Assisted Living Visit:** Every Friday, our organization takes selected puppies, dogs, kittens, and cats to a local assisted living facility so they can have the privilege of visiting with the residents. As a volunteer, you would

pick up the pet(s), transport them to the home, stay during the visit, then transport the pets back to the shelter. Visits are approximately one hour in length.

- 5. Adoption Match Maker:** Very few things feel as rewarding as completing an adoption! As an Adoption Match Maker, you will be on-site at our shelter and will assist people and families who visit our shelter to find their adoption match. Match Makers will greet shelter visitors at the main desk, escort visitors to the available adoptees, help them visit with each other, and help coordinate the adoption. Match Makers can also help answer phones or speak with callers who are interested in adopting. Good/friendly customer service skills, a willingness to learn about the shelter animals, and the ability to commit to a minimum of at least 1 day a week for a 2-4 hour shift are ideal for this position.
- 6. Enrichment:** One of the biggest ways you can make a difference during an animal's stay at our shelter is to spend time with them. Just twenty minutes with a pet makes them feel more comfortable, loved, re-assured, and is a break from the inside of fences. You can take a dog for a walk along the river walk, or to the soccer field for belly rubs on the grass, or bathe puppies. Cats enjoy time outside in the cat playhouse for grooming, chasing string, and cuddling on laps. Your time spent enriching the lives of shelter dogs or cats, improves their quality of life, helps them develop the social skills they need to be successful in a new home, and greatly increases their adoption rate. Qualifications: a team player with a positive and friendly attitude, ability to physically handle animals, and the ability to interpret basic animal behavior signals. This position is critical to the well-being of the shelter residents as it enriches their time while in shelter.
- 7. Transfer Transport:** Some pets are adopted into families from different cities within the state, and also out of state. Some pets are requested for transfer into another rescue program. You can help a pet find the way to their new home by transporting in your own vehicle – you just need an empty seat or two. Directions, pet crates, and fuel expense (if requested) is provided. We also need regular transports to Pueblo of our recyclable clothing from our thrift store(fuel expense not provided).
- 8. Off-Site Adoption Fairs:** Help out with our adoption fairs. One of the most rewarding experiences is to help a pet find a forever home! This role requires helping out with setting up/tear-down for the event, transporting the animals to/from the site, tending to the pets during the fair, helping potential adopters, and completing adoption paperwork. Full training is provided.
- 9. Maintenance:** Help with maintenance, repair fencing, small construction projects, painting, or grounds keeping. This role requires someone with some experience and a willingness to keep the shelter running smoothly, safely, and looking its best. This is a very flexible role and varies upon need and projects.
- 10. Laundry:** Keep the shelter dogs and cats cozy with fresh blankets and towels. Clean laundry is essential to providing the best animal care... and we can use your help! NAAWA has a new washer/dryer set which makes laundering easy!
- 11. Special Events:** You can help assist in the planning and production of special events. Pick one event, or two, or three, or all! We have many to choose from, including: *The Peacock Ball*, parades, vaccination clinics, bake sales, *Kitten & Puppy Shower*, pet calendar, giving trees, parking, direct mailers, photos with Santa, and many

more. The time commitment for this role is dependent on the events schedule. Special Events team members will help with setup/take-down of events and working the event so that it runs smoothly.

- 12. Reception:** Do you like helping people? Do you like to learn new information? Do you like to stay busy? Do you have friendly customer service skills? If you answered yes to all of these questions, you might be a great fit for our call center! Our phone line is off-the-hook sometimes with lots of phone calls from potential adopters, inquiries about our services, and other questions. As a call center volunteer, you need to have friendly while professional customer service skills and the ability to want to learn about our policies. You won't have all the answers at first – and that is okay! You will learn the answers to the many questions you receive as you go. If you are interested and feel you can commit to at least 1 day a week for a 2-4 hour shift at a time, we would love for you to join our team and help our busy shelter!
- 13. Marketing:** Have a creative side? You can create marketing materials to help shelter animals find homes, raise awareness of shelter programs and functions, take photos of adoptable pets, build flyers, help with the newsletter, or help list adoptable pets on-line. The time commitment for this role varies upon need.
- 14. Humane Education:** Work with the shelter staff with the planning and presentation of animal care and abuse prevention educational classes or service learning projects presented at local schools and organizations. You may also help with the educational workshops and other training presented at the animal shelter for staff, volunteers, and the public. This role is great for someone comfortable interacting with the public and is interested in developing lesson plans. The time commitment for this role is flexible depending on the schedule created.
- 15. Outside Group Project:** Does your group want to do something good for the benefit of animals? If yes, consider volunteering for a day with one of the above positions or coordinating a special project for NAAWA as a group! Your group can be a club, school, co-workers, etc... Group projects are a wonderful way to give to your community, help animals, and help your group. For more information about outside group projects, please contact NAAWA.

## Volunteer Application & Release

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

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

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

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

Email address: \_\_\_\_\_

Photo ID Card #: \_\_\_\_\_ Issuer: \_\_\_\_\_ Type: \_\_\_\_\_

**What is your current status?**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Employed Full-time | <input type="checkbox"/> College Student       | <input type="checkbox"/> Stay At Home Parent |
| <input type="checkbox"/> Employed Part-time | <input type="checkbox"/> High/Jr. High Student | <input type="checkbox"/> Retired             |
| <input type="checkbox"/> Self Employed      | <input type="checkbox"/> Elementary Student    | <input type="checkbox"/> Other: _____        |

**Do you need Community Service hours?**  No  YesIf yes, how many & why: \_\_\_\_\_  
\_\_\_\_\_**Why do you want to volunteer here:** \_\_\_\_\_  
\_\_\_\_\_**Which volunteer positions would you like to be considered for? (check all that apply):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Thrift Store Associate | <input type="checkbox"/> Enrichment Specialist   | <input type="checkbox"/> Special Events               |
| <input type="checkbox"/> Foster Parent          | <input type="checkbox"/> Transfer Transport      | <input type="checkbox"/> Reception                    |
| <input type="checkbox"/> Kennel Attendant       | <input type="checkbox"/> Off-site Adoption Fairs | <input type="checkbox"/> Marketing                    |
| <input type="checkbox"/> Assisted Living Visits | <input type="checkbox"/> Handyman                | <input type="checkbox"/> Humane Education             |
| <input type="checkbox"/> Adoption Match Maker   | <input type="checkbox"/> Laundry                 | <input type="checkbox"/> Outside Group Project: _____ |

**What experience do you have that could be helpful in the volunteer position you would like to fulfill?** \_\_\_\_\_  
\_\_\_\_\_Please list any additional skills, talents or areas you might be able to help Noah's Ark with: \_\_\_\_\_  
\_\_\_\_\_**What day(s) of the week are you interested in volunteering? (circle all that apply & write times available):**

SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
_____	_____	_____	_____	_____	_____	_____

**Please explain any allergies you have to animals:** \_\_\_\_\_**In case of emergency, please contact:** \_\_\_\_\_**Relationship:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

I, **(Print Name)** \_\_\_\_\_, hereby acknowledge the following as pertains to each item listed below:

I understand the Noah's Ark Animal Welfare Association (NAAWA) Volunteer Handbook is available for me to read, online under the volunteer tab at [www.noahsarktrinidad.org](http://www.noahsarktrinidad.org). I understand the volunteer handbook will be discussed at volunteer orientation. I understand that completion of volunteer orientation is required for safety, of all volunteers, and before volunteers may begin working with the organization.

I agree to comply with volunteer policies and regulations established by NAAWA and understand that violations of these policies may result in disciplinary action or immediate removal from the volunteer program. I understand I may be subject to a background check performed by NAAWA. I understand that NAAWA does not accept volunteers that have been convicted of felonies or convicted of any charges concerning, but not limited to, animal abuse/neglect, child abuse/neglect, theft, or drugs.

I understand that all activities that I perform for NAAWA will be strictly on a volunteer basis, without pay, compensation or benefits. I understand that if I am injured while acting as an unpaid member of the volunteer staff, Colorado workers' compensation laws do NOT cover any loss of work I might suffer because of these injuries. I am aware that the nature of activities that I may be performing as a volunteer poses a risk of harm, injury, illness, or disease to both me and my own pets. I will follow all recommended health precautions as set forth in the volunteer handbook as well as required otherwise by NAAWA. I authorize NAAWA and its representatives to seek emergency medical care for me in the event of an accident, injury or illness while serving as a volunteer for Noah's Ark.

I agree to abide by all policies and procedures given me both at my initial volunteer orientation and at any subsequent occasions by any representative of NAAWA. I will take any ideas, comments, suggestions or criticisms directly to the volunteer coordinator and agree to be supervised by either the volunteer coordinator or any other person designated by that person to serve as my direct supervisor. I understand as a volunteer, I am subject to performance evaluations. I am accountable to the NAAWA volunteer coordinator and will report any problems that develop to that person immediately.

I understand and agree that all the volunteer activities that I choose to participate in are at my own risk and I assume full responsibility for my actions while acting as a volunteer for Noah's Ark Animal Welfare Association. I hereby fully and completely release, indemnify, and hold harmless NAAWA, its directors, officers, volunteers, agents, servants and employees from any claim, cause of action or liability of any sort of nature, whether known or unknown, directly arising out of or in connection with my volunteer duties through the organization.

\_\_\_\_\_  
Volunteer Name (Print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

***For 18 yrs and under:***

\_\_\_\_\_  
Guardian Name (Print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date