

**NS SPCA METRO SHELTER
VOLUNTEER PROGRAM APPLICATION**

5 Scarfe Court
Burnside Industrial Park
Dartmouth, NS, B3B 1W4
Ph# 468-7877
Fax# 468-9761

Thank you for your interest in our Volunteer Program. **Due to the training involved we request a time commitment of at least 6 months for all our volunteer positions. To become a volunteer at the NS SPCA Metro Shelter we require you to fill out this application in full and first attend a scheduled orientation session.** You must be 16 years of age or older. Any persons between 13-15 years old can apply as a junior volunteer but they will require parental supervision (other than a shelter employee) as special restrictions apply. Unfortunately, children under the age of 13 are not permitted to volunteer at our animal shelter for safety reasons.

Personal Details							
Last Name:		First Name:		Age Range: 13-15 16-17 18+			
				Gender: Male Female			
Address:			City/Town:		Postal Code:		
Home Phone / Cell Phone		Work Phone:		Email address:			
Emergency Contact Person: Relationship to emergency contact: Emergency Contact Phone:			When is the best time to call you to arrange an orientation?				
Volunteer Profile							
Occupation:		Please list any special skills or training you have that you feel may be beneficial to volunteering at the shelter.					
Do you have any special needs we should be aware of? Yes No If yes, please give details and Agency Contact Name/Phone #:							
Tetanus shot up-to-date? Yes No		Do you currently have pets? Yes No		If yes, are vaccines up-to-date? Yes No			
Please provide two (2) references that we may contact:							
Name:			Name:				
Phone:			Phone:				
AVAILABILITY AND INTERESTS							
For all of our volunteer positions we request a minimum 6 month time commitment							
If you are interested in becoming a Cat care attendant, Dog care attendant or an Adoption counsellor, please review the volunteer descriptions and check which shifts you are available for below. Please be advised that your desired shift preference may not be available at this time. We will contact you as availability for those shifts arises. You must be 18 years old and be able to commit to one shift per week.							
Cat Attendant		Dog Attendant					
Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times:	8am to 11am	8am to 11am	8am to 11am	8am to 11am	8am to 11am	8am to 11am	8am to 11am
	2pm to 5pm	2pm to 5pm	2pm to 5pm	2pm to 5pm	2pm to 5pm	11am to 2pm	11am to 2pm
	6pm to 9pm	6pm to 9pm	6pm to 9pm	6pm to 9pm	6pm to 9pm	2pm to 5pm	2pm to 5pm
Adoption Counsellor							
Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times:	no shifts needed	12pm to 4pm 4pm to 7pm	10am to 1pm 1pm to 4pm	12pm to 4pm 4pm to 7pm	10am to 1pm 1pm to 4pm	10am to 1pm 1pm to 4pm	11am to 3pm
If you are under 18 years of age, or are not able to commit to one shift a week at this time please proceed to check your interests under 'other volunteer opportunities' below. Please note first priority is given to volunteers who are able to commit to one shift per week, due to limited space in orientations it may take up to 2 months to be scheduled for orientation for other volunteer opportunities.							
Other Volunteer Opportunities							
Administrative Support Cat Cuddler (pet and socialize cats) Clerical / Computer Skills Dog Walker (walk adoption dogs) Educational Outreach (ex. presentations, community booths) General Fundraising (ex. Raffles, BBQs, merchandise)				Interior/Exterior Maintenance (ex. painting, mowing, clean up) Newsletter (ex. writing, editing, photography) Photography or Videography Public Relations or Marketing Special Events Volunteer (ex. Dog Jog, Santa Pix) Special Constable Cruelty Investigator			

Position Description: Dog Care Attendant*Tasks:*

- Work closely with SPCA staff
- Socialize & play with dogs
- Assist in the cleaning (scrubbing & disinfecting) of kennels and surrounding areas
- Utilize standard basic commands (sit, down) to ensure consistency of training

Qualifications:

Must be at least 18 years old and in generally good physical condition with a strong desire to work close with animals.

Position Description: Cat Care Attendant*Tasks:*

- Work closely with SPCA staff
- Assist in the cleaning (scrubbing & disinfecting) of kennels and surrounding areas
- Assist in the handling (petting, playing etc.) & socializing of all adoption cats
- Assist with laundry duties,
- Perform general cleaning/disinfecting of counter tops, windows, walls etc.

Qualifications:

Must be at least 18 years old and in generally good physical condition with a strong desire to work closely with animals. This position requires lifting, bending and cleaning as well as working safely with various disinfectants solutions.

Position Description: Adoption Counselor*Tasks:*

- Welcome visitors and answer general questions about the adoption process
- Instruct visitors on proper disease control efforts (hand sanitizing between each cat)
- Instruct visitors on proper dog walking procedures – sign people in,
- Help prepare dogs for walks (harness, poop bag etc.)
- Assist staff with other related duties (getting food ready for adoptees etc.)
- Assist Metro Shelter staff in a variety of tasks including direct customer contact

Qualifications:

Excellent verbal and people skills, Overall knowledge of shelter (building & programs)

Must be at least 18 years old and in generally good physical condition with a strong desire to work closely with animals. This position requires lifting, bending and cleaning as well as working safely with various disinfectants solutions.

Position Description: Dog walker or Cat cuddler*Tasks*

- Take dogs from adoption room out for a walk
- Pet and socialize cats in adoption room

Qualifications:

Must be at least 16 years old and in generally good physical condition with a strong desire to work closely with animals. This position requires lifting, bending and cleaning as well as working safely with various disinfectants solutions.



NS SPCA Metro Shelter Volunteer Waiver/Confidentially Agreement

Participating as a volunteer in the Metro Shelter volunteer program, I, the undersigned accept full responsibility of any risk or injury to my property or myself while I am volunteering at the Metro Shelter. I, or my personal representative and dependants, agree to waive any right of action I may have had or may have in the future against the NS Society for Prevention of Cruelty to Animals and any persons acting on behalf of the organization.

I acknowledge that the Metro Shelter does not train the animals of the NS SPCA and that they can be unpredictable and dangerous. I also acknowledge that the Metro Shelter strongly recommends I keep current with my tetanus immunization, and try to consult my physician about this and any other concerns related to working with animals. If I have any reason to suspect I am pregnant, the NS SPCA recommends I ask about health concerns while volunteering at the shelter.

I hereby acknowledge, and understand, that in the course of carrying out my duties at the Metro Shelter, I may be dealing with information contained in files and records that is confidential or that tends to reveal the identity of a client. I agree to hold such information confidential, and, except as I may be legally required, I will not disclose or release it to any person.

As a volunteer of The Nova Scotia Society for the Prevention of Cruelty including, Metro Shelter and Provincial Office, I will endeavour to:

- Represent the interest of all animals and people served by the NS SPCA and not favour any special interests inside or outside of the Society.
- Focus my work on the mission of the NS SPCA and not on my personal goals.
- Declare any conflict of interest that I might have in Animal Control investigations, Cruelty Investigations or shelter concerns and remove myself from any involvement.
- Keep all information confidential including any calls received to the shelter as well as all Animal Control and Cruelty calls, including investigations. Any documents that are on desks, in files, on computers or at workstations are considered private, confidential and the property of the NS SPCA.

If I am entrusted with keys to the Provincial Office and/or Shelter, the keys are my personal responsibility and they are not permitted to be given to any other employees or persons. When leaving the building it is my responsibility to ensure that all doors are locked, any equipment that is required to be tuned off is off and that the security system is armed.

Only employees and approved volunteers are permitted to enter the Provincial Office and Shelter after hours. No guests are permitted into the buildings after hours.

Everything contained in the Provincial Office and the Shelter is the property of the NS SPCA. Anything removed from the buildings without permission could be considered theft.

No employee/ volunteer of the NS SPCA shall make any comments to the media or photograph any animals other than those available for adoption. All inquires are to be forwarded to the President of the Society.

By my signature I acknowledge that I am 16 years of age or older, and that I have read all documentation and have voluntarily signed it.

Dated at....., Nova Scotia, this.....day of.....20.....

Print name:.....

Address:.....

City:.....Province:.....PostalCode.....

Phone number:.....Email:.....

Signature of Volunteer:.....

Is Volunteer between 13-15 years of age? Yes No

If yes, a parent/guardian must sign this form.

Signature of Parent/Guardian:.....