



# Volunteer Opportunities

Dear Friend of the Center:

Thank you for your interest in volunteering at Helen Woodward Animal Center. It is truly an exciting place to be, a place where you can really make a difference.

The following information is for adults, with very limited positions for juniors at least 14 years of age.

## How to become a volunteer:

1. Attend a volunteer **orientation** and tour to learn about our volunteer programs and the commitment involved.
2. **Interview** for a specific volunteer position. **Openings are limited and are posted at the orientation.**
3. If accepted, **training** dates and volunteer schedules are usually assigned within the same month. Most volunteer positions require a firm weekly 3-6 hour commitment for 6 months or 70 hours.

**Orientations are on the following Saturdays from 9:00-11:00 am.**

**2012 orientations are scheduled for January 7<sup>th</sup>, March 10<sup>th</sup>, May 19<sup>th</sup>, August 4<sup>th</sup> and October 6<sup>th</sup>.**

Our street address is 6461 El Apajo Rd. in Rancho Santa Fe. **Please park at our main lot and walk to our lecture hall 'Morse Hall'**, Directional signs will lead you to Morse Hall. Doors open at 9:00 am. **Important parking information: Do not park in reserved Adoption parking spaces.** Wear comfortable shoes. **Please do not bring pets to the orientation.**

- Please bring your completed Volunteer Application with you.
- Include complete and definite schedule availability (page 3 of application) for the next 6-8 months or if you anticipate a change in your schedule before 6 months, please write your new schedule on the application as well (Please do not write "flexible schedule").
- Once the orientation is completed, you will turn in your Volunteer Application to Volunteer Services and we will forward your application to whichever departments you are most interested in (depending on availability of openings). The department manager will contact you within 2-3 weeks after the orientation if they are interested in scheduling an interview with you.
- Interviews are scheduled only if you have completed the orientation and are available for the specific training dates and shift openings.
- **Parents of junior volunteers may stay for the entire orientation or you may pick them up at approximately 11:00am** (NOTE: Depending on the orientation attendance, we may finish earlier/later than 11:00am).

To sign up for the orientation, contact Megan McCarty at (858) 756-4117 ext. 305 or [meganm@animalcenter.org](mailto:meganm@animalcenter.org).

Thank you for caring!

Megan McCarty  
Manager of Volunteer Services

[Vol packet 5-27-11]

## **VOLUNTEER OPPORTUNITIES**

### **AniMeals:**

This program provides free food to the pets of homebound elderly or disabled citizens. **Route Representatives** pick up food from donation bins in pet supply stores. You build rapport with store employees, helping them understand how beneficial AniMeals is to their stores and to the pets who receive the food. (Once per week or twice per month/car necessary). **Food Packagers** custom package a week's worth of meals for each pet (Once per week). Organizational skills necessary. **Meals Delivery People** pick up the packaged meals and deliver to Meals on Wheels Centers. (Once per week/car necessary). **Volunteers must be at least 18 years old to make deliveries.**

### **AniMeals Pet Food and Coin Drive:**

AniMeals is a pet-food-on-wheels program that provides regular meals free of charge for the dogs and cats of homebound elderly and ill people. Junior volunteers 10 years old and up may hold pet food and coin drive at a local supermarket. Parental supervision is required. Please request specific guideline information. **(The general adult volunteer orientation listed on the cover page is not required.)**

### **Adoption Department:**

Pets awaiting new homes need extra T.L.C.! Working in the Adoption Department includes exercising and socializing dogs or cats, kennel cleaning,, grooming, laundry and clerical duties. **Volunteers must be at least 14 years old to apply. Openings are very limited.** Once trained, volunteers are scheduled to come in once a week for a 3-hour shift. Shift times start at 9:30 am, 12:30pm and 3:30pm ending at 6:00pm. Shifts available Sundays through Saturdays. Volunteers work with minimum supervision. Volunteers working with dogs need to be physically able to handle very large, enthusiastic dogs. Commitment required is 6 months or 70 hours with a regular weekly schedule.

### **Foster Care:**

Care for pets in your home. Volunteers provide varying levels of care for orphaned dogs or cats, ranging from a warm quiet place to promote weight gain, to socializing with humans, noises and new surroundings. Our most intensive level of care requires bottle feeding or medical administration around the clock. **This is a separate application process. (The general adult volunteer orientation listed on the cover page is not required.)** Volunteers participate in an interview and training process for certification. The foster application is available on line at [www.animalcenter.org](http://www.animalcenter.org) or from the volunteer office. **Volunteers must be at least 18 years of age.** Once trained, volunteer's name is put on a list to be called to care for baby animals 2-8 weeks of age, as the need arises (Volunteers are not 'on-call' indefinitely. They are called at the time of need to see if they are available for about 2-8 weeks.) The pets are brought back to the Center after foster goals are met.

### **Club Pet:**

Club Pet is looking for energetic volunteers to give our boarding dogs and cats lots of attention and T.L.C! Volunteers are needed 7 days a week. You must be able to commit to a 3 hour block of time, once per week, for at least 6 months. Our volunteer shifts are 9am to 12 noon, 10am to 1pm, 11am to 2pm and 12 noon to 3pm. Our dogs and cats miss their families, so our volunteers step in to give them the love and attention they need while boarding. Volunteers exercise our dogs by taking them on walks and doing off leash field play. For our older dogs, T.L.C. and Cuddle times in the kennel or out in the sun on the lawn are offered. Our cats look forward to their Feather time sessions. Felines also enjoy Bubble time, Cuddle time and T.L.C. sessions with our volunteers as well. **Volunteers must be at least 16 years old.** Volunteers must also pass our dog handling class, which is given as part of the Club Pet Volunteer orientation and training program.

### **Office Assistants:**

We often joke that the animals will not do any "paper work" but the reality is that the office, administrative and fund raising side of our work is invaluable fuel for all of the programs for the people and animals that we serve. The Center uses Microsoft Office software, including Word, Access and Excel. Volunteer positions are usually a weekday shift for 3-5 hours. We need volunteers who have organizational skills and attention to details.

### **Therapeutic Riding:**

Therapeutic riding emphasizes the use of the horse as a means of recreational sports riding for individuals with challenges. The therapeutic riding lesson provided is instrumental in improving a rider's emotional, social and physical development. Volunteers help to provide the necessary environment of support, education, and therapy. Volunteers assist in individual lessons, either as leaders of the horse or as side walkers, helping the rider with balance and motor skill planning. Care and grooming of the horses are also involved. Volunteers are requested to come to the same lessons on a weekly basis, usually a 3-5 hour shift per week. A 6 month overall commitment is required. Shift times range from 8:30- noon or 1:00-5:00 Tuesday through Saturday. Volunteers must be able to help lift and support an adult rider. **Junior volunteer openings (ages 16-17) are very limited. For junior volunteers, an extensive background of lessons or comparable horse experience is required.** (Volunteers do not have the opportunity to ride our horses.) **We may have several camps in the summer where juniors are needed for 1-2 weeks (Tues.-Fri ).** (Call the Manager of Volunteer Services for details). A background of lessons or comparable horse experience is required for all volunteers.

### **Equine Hospital Volunteers:**

Volunteers in the Equine Hospital assist the technicians with cleaning and animal husbandry. This opportunity is generally for those studying large animal medicine. Extensive experience with horses is required. A 3-6 month commitment is required. Shifts are once a week for 6 hours. Multiple interviews are necessary. **Volunteers must be at least 16 years old.** Another volunteer position is helping in the office on weekdays. If you are detail oriented, with or without horse experience, helping our four legged friends in the office may be for you.

### **Pet Encounter Therapy:**

"P.E.T." involves taking a **variety of animals** to visit patients in convalescent homes, hospitals, shelters, and mental health facilities. (P.E.T. is for adult volunteers only). Volunteers use Center owned rabbits, guinea pigs, reptiles and birds. **The only dogs used in this program are owned by individual volunteers**, after screening by P.E.T. personnel. Ask the Manager of Volunteer Services for screening forms to find out if your pet is suited for this type of volunteer work. All volunteers begin training with Center owned rabbits and guinea pigs. Volunteer owned dogs are screened and introduced to the program after the volunteer is trained. This rewarding program requires patience and an outgoing personality. A commitment of 4 shifts (usually 3 hours each) per month, scheduled in advance is requested. Generally this program is on weekday mornings or early afternoons. Saturday shifts are very limited. **Volunteers must be at least 18 years old.**

### **Exotic Animal Care Assistants:**

Volunteers assist the technicians with husbandry, cleaning and grooming of the small animals used in our Education and Pet Encounter Therapy programs. Volunteers care for rabbits, reptiles, birds and other small rodents. This opportunity is generally for those with small animal experience. **Volunteers must be at least 18 years old.** A 6 month or 70 hour commitment is required. Shifts: 9am-noon or noon-4pm.

### **Horse or Barn Animal Care Assistants:**

Help us care for our larger animal friends. Volunteers either work with barn animals (goats, llama, sheep) or horses, cleaning animal stalls, including water buckets, and raking aisles. Groom and exercise farm animals or turn out horses to designated pasture areas. Volunteers must have extensive horse or hoofed animal experience. Ability to work independently and safely with minimal supervision is essential. **Volunteers must be at least 18 years old.** A 6 month or 70 hour commitment is required. Shifts are 8am-noon for horses and 9:00am to noon for barn animals.

### **PAWSitively Pets Gift Store Assistants:**

Volunteers assist staff in final adoption paperwork, pet supply sales and answer phones. Be a part of sending an animal home with its new family! Customer service experience needed. Ability to learn to use computerized register required. Volunteers must be at least 18 years old. Volunteers commit to two, three-hour shifts per week for 6 months.

### **Education Department Assistants:**

Our summer camp program has 9 week-long sessions. Junior volunteers, ages 14 and up, may apply to be teacher assistants for one week, Monday through Friday. Junior volunteer assistants help instructors teach pet responsibility to students (student ages 4-10), resulting in greater compassion for all living things. **Openings for 13 year olds are very limited.**

\* Important note to Juniors: **This program has a separate application, interview and training program** to teach classroom leadership skills and determine junior volunteer readiness to be classroom assistants. The "Critter Camp" application is available in January or early February. **(The general adult volunteer orientation listed on the cover page is not required.)** The application period is January through March, with summer assignments made in late April/early May.

### **Adult Education Docents and AniMobile Volunteers:**

Help us teach pet responsibility and compassion towards all life! Volunteer here at the Center or on the road at San Diego schools. The AniMobile goes out for 6 hour visits to San Diego County Schools. Adult volunteers lead tours, give animal presentations, help students with art projects, puzzles, games, and lots more, including "hands on" child/animal interaction.

### **Special Events:**

Our fundraising events include the Spring Fling black-tie event (early June); HOPE Telethon (November), the Puppy Love 5K Run/Walk (February) and Surf Dog (September). Volunteering only for events does not require the general orientation and tour. It does require an on-site training session and a 5-8 hour shift on the day of the event. Tasks include set-up, take down, registration, auction sales, cashiering, vendor assistance, course marshals, etc. Limited positions are available for junior volunteers (14 and up) with parental supervision at the training and the event. **Ask for a Special Event sign-up form.** **(The general adult volunteer orientation listed on the cover page is not required.)**

### **Special Event Planning/Marketing and Fundraising:**

Be a part of planning fun and productive events. Opportunities are available to take on leadership and support roles for fundraising events. Positions include marketing and fundraising, planning and completion of tasks within deadlines, clerical and phone assistance, preparation of mailings, setup and take down on the day of the event, etc. Opportunities to help with securing event underwriting, auction items, and sponsorships may also be available. Volunteers see projects through from beginning to end, including the many details of major events.

### **Coins for Critters:**

A fun and flexible way to help the Center's programs! Join a program where you monitor donation canisters in retail locations near your home. Volunteers exchange full canisters for empty ones on a weekly basis. We need volunteers who live in coastal North County. We also need volunteers to help recruit new business.

### **HWAC Cares for Critters Outreach Program:**

This program involves volunteers going to various locations around San Diego County (such as shopping malls, stores, etc.), setting up a booth and soliciting donations for the Center as well as talking with the public about Center programs and handing out brochures. At most events, an adoptable dog is brought to increase traffic. NOTE: In order to transport/handle any adoption animals, you must complete the Animal Handling Training class. Classes are scheduled usually following a Volunteer Orientation. Volunteers must be at least 14 years of age or older to participate in this program.

## Directions to the Center:

### **I-5 Northbound (from San Diego, El Cajon)**

I-5 to Del Mar Heights Rd.  
Go right (east) at end of ramp.  
At El Camino Real, turn left.  
At San Dieguito (about 2 miles) turn right (Stop light at this intersection).  
Travel about 3.3 miles to El Apajo Road and turn left at stop sign.  
Entrance is about 1/4 mile on left.  
(Across from fire station).

### **I-5 Southbound (from Oceanside, Encinitas)**

I-5 to Via De La Valle, turn left at end of ramp.  
Go to Calzada Del Bosque, turn right.  
At the end of the road  
Turn right on Via De Santa Fe.  
Road follows a 90-degree bend to the left and changes into El Apajo Rd.  
Entrance is about 1/2 mile on the right.

### **I-15 (from Temecula, Riverside, Escondido)**

I-15 to Valley Parkway exit (Escondido).  
Turn west at end of off ramp.  
Go about 10 miles - the road changes and becomes the Del Dios Hwy.  
Turn left at 2<sup>nd</sup> stop sign onto Via De La Valle.  
Turn left at stop light onto Calzada del Bosque.  
Follow Calzada del Bosque until it ends. Turn right onto Via de Santa Fe.  
The road takes a 90-degree bend to the left and changes into El Apajo Road.  
Entrance is approximately 1/2 mile on the right.

### **I-15 Ted Williams Freeway/ Highway 56 (from Poway, Rancho Bernardo, & Scripps Ranch)**

Take Ted Williams Freeway/56 West.  
Exit at Camino Del Sur  
Turn right on Camino Del Sur Drive 3 miles.  
Turn left onto San Dieguito Rd. and drive 2.5 miles.  
At the 3-way stop, turn right on El Apajo Rd.  
Our entrance is on the left (across from the fire station).

Please do not park in any hospital or reserved spaces.



## Helen Woodward Animal Center Volunteer Application

### Experience

Check the areas in which you have experience below.

**Animals**

- Horses
- Other Large Animals
- Dog
- Cat
- Other Small Animal
- Husbandry
- Training
- Showing
- Grooming

**Education**

- Classroom Instruction
- Prepared Lesson Plans
- Followed Lesson Plans
- Taught Children:  
Age/Subject: \_\_\_\_\_
- Taught Adults/  
Subject \_\_\_\_\_

**Horsemanship**

- Western
- English
- Groundwork
- Vaulting
- Instructor
- Showing
- Caretaker
- Barn mgmt.
- Lunging

**Clerical/Other**

- Typing/WPM: \_
- Accounting
- 10 Key
- Cash Receipts/Disbursements
- Retail/Register
- Phones switchboard

**Community**

- Volunteer Work
- Work with Children
- Work with Adults
- Work with Disabled Persons
- Non-profit Organizations
- Special Skills or Hobbies: \_\_\_\_\_
- Restaurant experience: \_\_\_\_\_

**Computers:**

- Macintosh
- Windows
- Desktop Publishing
- Web Publishing
- Accounting Software
- Word Processing
- Data Entry
- Graphics

**Management**

- Supervisor/Manager
- Hired/Dismissed Personnel
- Employee Training
- Project Coordination
- No. of people supervised: \_\_\_

**Marketing/Fundraising/PR**

- Customer Service
- Public Speaking
- Writing
- Working with Media
- Marketing/Advertising
- What product/service? \_\_\_\_\_
- Sales/Phone Marketing

### Volunteering

Tell us why (besides a love for animals) you want to volunteer at the Center.

\_\_\_\_\_

\_\_\_\_\_

### Areas of Interest

After your orientation, please choose areas you could commit to for 6 months in order of preference, (1) first choice through (4) fourth.

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> AniMeals                | <input type="checkbox"/> Coins for Critters          | <input type="checkbox"/> PAWSitively Pets Store | <input type="checkbox"/> Pet Food and Coin Drive                  |
| <input type="checkbox"/> Adoptions Animal Care   | <input type="checkbox"/> Education Department        | <input type="checkbox"/> Pet Encounter Therapy  | <input type="checkbox"/> Marketing & Fund Raising                 |
| <input type="checkbox"/> Adoptions (Front Desk)  | <input type="checkbox"/> Exotic Animal Care          | <input type="checkbox"/> Riding Therapy         | <input type="checkbox"/> HWAC Cares for Critters Outreach Program |
| <input type="checkbox"/> Foster Care (Adoptions) | <input type="checkbox"/> Barn Animal Care (Ed/ Ther) | <input type="checkbox"/> Office Support         | <input type="checkbox"/> Events: (Day of Event)                   |
| <input type="checkbox"/> Club Pet                | <input type="checkbox"/> Equine Hospital             | <input type="checkbox"/> Other _____            | <input type="checkbox"/> Smaller Events Short Term Projects       |

### Personal

Please tell us a little about yourself and how you heard about the Center.

- Are you volunteering for community service? (school, club, courts, etc.)?
- Yes
- No

For what organization? \_\_\_\_\_

Hours needed? \_\_\_\_\_

Deadline? \_\_\_\_\_

# Helen Woodward Animal Center Volunteer Application

## Schedule

Please list **all hours** that are you available, **on a weekly basis, for at least 6-8 months.** (We may need to explore your 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice of shifts.) **Fill in specific times.** Do not write “flexible”.

Sun	M	T	W	Th	F	Sat

Notes: \_\_\_\_\_

## Guidelines

Please read the volunteer guidelines at right carefully. They contain important information about the Center's rules and policies.

1. Volunteers are required to attend interviews, orientations, and training as the Center deems necessary. Volunteers are required to commit to a regular weekly schedule for 6 months or 70 hours minimum to participate in any Center program unless otherwise stated on job description.
2. Volunteers should be polite and helpful at all times. All people and animals are to be treated with respect and courtesy. Volunteers are required to adhere to the rules explained in the training as it pertains to animal handling.
3. Volunteers should refer questions from the public regarding Center policies to the staff only. Volunteers should maintain confidentiality in regards to Center clients and business.
4. Volunteers must accept the guidance and decisions of the professional staff person responsible for volunteer activities. Problems and disagreements should be taken to the department supervisor or the Volunteer Manager. Volunteer supervision should be consistent with the Volunteer Management Policy and Procedure Manual. This manual is available for review from the Volunteer Manager.
5. Volunteers are responsible for keeping track of their schedules and logging in daily according to their supervisor's system. Reasonable notice is required if unable to make a volunteer shift.
6. For safety reasons, volunteers are required to wear appropriate attire when working with animals. Dress code will be established by each department. Smoking is allowed only in designated areas (see supervisor). Volunteers who work in a public access area are required to purchase and wear a HWAC T-shirt (approx. \$10) during their volunteer shift.
7. Volunteers assigned to use a Center vehicle are required to have good driving records (no driving violations such as DUI, speeding tickets, etc.) **If you drive your vehicle for Center use, we will need to verify a current driver's license and proof of auto insurance before driving any center vehicle or conducting Center business in your own car.**
8. Volunteers should not be in any area of the Center without the proper training or supervision. Guests of volunteers are not allowed to accompany the volunteer during their shift.
9. Volunteers shall agree to the Center's right to release them for unsafe practices, for not following the procedures described in orientations and training sessions, or for any behavior that is inappropriate for Center business. Release will be determined by Center personnel only.
10. Parents are required to sign paperwork for junior volunteers. We reserve the right to release a junior volunteer from his or her job without delay if we feel the situation is either unsafe or unproductive.
11. Any accident or injury to either a person or animal should be reported to a HWAC manager immediately.

The Center Agrees to:

1. Provide an orientation, training, and continuing education as available for the assigned position.
2. Assign a staff person to supervise volunteer activities.
3. Provide extended opportunities, when available, for those volunteers who are interested and qualified.

Volunteer Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## Helen Woodward Animal Center Volunteer Application

### Waiver and Release of Liability

For adult volunteers or parents of junior volunteers: Please read this information & sign your consent if you accept these terms.

- Tetanus Information: I understand that because I, or my child (if applicant is under 18) may handle animals, it is important to discuss the tetanus vaccine with my physician.
- I release Helen Woodward Animal Center from all responsibility that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk.
- I have read, understand and agree to the above tetanus information.
- In the event of an emergency, I hereby give the Helen Woodward Animal Center permission to seek medical attention for myself or my child (if applicant is under 18.)
- I give permission for the Helen Woodward Animal Center to photograph me or my child for use in any Center publication, educational, or advertising purposes the Center may designate.
- I acknowledge and understand that as a volunteer of the Helen Woodward Animal Center, I, or my child (if applicant is under 18) are not covered by the Helen Woodward Animal Center's workers compensation or any other insurance policy for any damages or injuries I, or my child, may sustain during volunteer activities.
- **On behalf of myself, my children, my heirs, assignees, guardians, personal and legal representatives and executors, I hereby release, discharge, indemnify and hold harmless Helen Woodward Animal Center, its officers, directors, and employees for any and all claims, demands, losses, costs, liabilities, damages, personal injuries and property damage, connected with my or my child's volunteer services to Helen Woodward Animal Center whether caused directly or indirectly by any negligence (active or passive) attributable to Helen Woodward Animal Center, its officers, directors or employees.**

\_\_\_\_\_  
Volunteer, or if under 18 years, parent or guardian Signature

\_\_\_\_\_  
Date

### Additional Volunteer Information

Please complete this section.

Volunteer Name: \_\_\_\_\_ DOB if under 18 yrs: \_\_\_\_\_

Parent/Guardian names (if applicant is under 18): \_\_\_\_\_

Parent/Guardian Home Phone:(\_\_\_\_\_) \_\_\_\_\_ Work Phone:(\_\_\_\_\_) \_\_\_\_\_

Considering that many of the positions at HWAC require dealing with animals, serving the public, working outdoors, and lifting up to 50 lbs., are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?

Yes  No  If no, describe the functions that cannot be performed and what accommodations are required: \_\_\_\_\_

- Please list any medical problems, allergies or other issues we should be aware of to insure a safe volunteer environment: \_\_\_\_\_

- Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

Yes  No  If yes, state the nature the crime(s) when and where convicted and disposition of the case: \_\_\_\_\_

(Note: No applicant will be denied the opportunity to volunteer solely on the grounds of conviction of a criminal offense. The nature of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

### Signature

Junior applications will not be accepted without parent or guardian's signature on the waiver.

I have read, understand and agree to the above information and the Volunteer Guidelines on previous page. I certify that the information provided here is accurate and complete. I authorize reference and employment verification and background checks, as necessary for specific positions.

\_\_\_\_\_  
Volunteer, or if under 18 years, parent or guardian Signature

\_\_\_\_\_  
Date

(If you are a volunteer applicant for Therapeutic Riding and do not wish to consent to emergency medical treatment, please see the Therapy office for a Non-Consent plan.)

**Bring completed application to volunteer orientation** or, if requested by Volunteer Dept., mail to: Volunteer Manager, Helen Woodward Animal Center, P.O. Box 64, Rancho Santa Fe, CA 92067 or fax to (858) 756-0605.