

Winter 2009

Dear Applicant,

Thank you for your interest in volunteering at Northeast Animal Shelter (NEAS). Without the support of volunteers like you, we would not be able to provide for the animals in our care as well as we do. At NEAS volunteers and staff work together to ensure that every dog and cat is ready for the loving home they need and deserve.

Please note that applicants are contacted to attend an orientation *only when space is available, and only when their availability matches our current openings*; applications are otherwise kept on file for future reference. Applications are responded to *in the order in which they are received* and we make every effort to respond as quickly as possible, but it may be some time before you hear from us. Due to the popularity of our volunteer program, and the large number of applications we receive each week, we are not able to respond to all inquiries.

Caring for the animals at NEAS is very rewarding, but also a lot of work. To help you decide if one of our volunteer programs is right for you, please review the attached Volunteer Job Descriptions and FAQ sheet *before* proceeding to the application.

***At this time, we are primarily looking for Kennel Volunteers on weekend shifts or weekdays at 7am and Office Volunteers week nights and week ends.

Please call for the most up to date information on openings.

Once completed, applications may be faxed to: 978-740-0612 or mailed to:

Northeast Animal Shelter
347 Highland Avenue
Salem, MA 01970
Attn: Volunteer Coordinator

You may also call us at (978) 745-9888, x305 and ask to speak with the Volunteer Coordinator if you have any questions, or email NEASvolunteers@gmail.com.

We sincerely appreciate your willingness to help and look forward to working with you soon. On behalf of our animal friends, we thank you!

Frequently Asked Questions

Q: *How do I become a volunteer?*

A: First complete a Volunteer Application and submit it to the Volunteer Coordinator via mail, fax, or by dropping it off at NEAS. Once your application has been reviewed you will be invited to attend an Orientation meeting where you will learn from staff and current volunteers what it is like to volunteer with us. There will be a brief one-on-one interview at the end of this meeting. Accepted applicants will then be invited back to attend a training session after which they will begin their regular volunteering schedule. Please note that orientations are held only when openings are available.

Q: *What do volunteers do at Northeast Animal Shelter?*

A: Most of our volunteers work in the **Kennel** and/or **Office**. Other volunteer positions include **Foster Care, Animal Transport, Humane Education, Senior Visitation and Special Projects**. Please see the [Volunteer Job Descriptions](#) for further details on each program's responsibilities.

Q: *How old do I have to be to volunteer?*

A: Volunteers must be at least 16 years of age to volunteer at NEAS. Please contact the Shelter to see what other options are available to younger folks who want to help our animals.

Q: *I have a community service project due; can I fulfill my requirement at NEAS?*

A: Applicants need to go through an orientation and training process before they can even begin their work as a volunteer, and this process often takes longer to complete than the hours required in most community service projects. It can also take several visits after the end of training before volunteers feel completely comfortable with their responsibilities, and for this reason most community service projects are too short-termed to be appropriate for work at our shelter. If you need community service hours, please contact the Volunteer Coordinator to see if our shelter is the right fit for your project.

Q: *Can I come in **just** to play with or socialize the animals?*

A: Taking care of all our animals is a LOT of work, and socializing the animals is just one part of the job. In order to help the dogs and cats find the loving homes they need and deserve, we need to provide for their physical well-being first, and that means cleaning up after them *before* we have time to play. If you are *primarily* interested in socializing the animals, you should speak with the Volunteer Coordinator about what days or times this is needed most.

Q: *How much of a commitment will I be required to make?*

A: Kennel Volunteers are asked to commit to **one shift per week for 4-6 months** at a time. Shifts are 3-4 hours long and are available every day of the week between 7:00am and 9:00pm weekdays, 7:00am and 8:00pm Saturday and Sunday. Other volunteer positions offer more flexibility; please talk with the Volunteer Coordinator about all the volunteer options and their specific requirements.

Q: *My schedule is unpredictable and I can't guarantee my availability every week. Can I still help out?*

A: Yes! While our preference is for those who have regular availability, we have several volunteers who come in every *other* week or once a month. Some volunteers come in from 7-8am or on their lunch breaks just to help walk the dogs. We also have "Special Event" volunteers who help out with one-time projects or events, and others sign up to help transport animals when needed. Whatever your availability might be, there is a volunteer program to fit your schedule and interests.

VOLUNTEER JOB DESCRIPTIONS

All positions require some training and supervision

DOG WALKERS assist with taking our dogs out for relief walks and some fresh air. Early morning (7:00am) or evening (8:00pm) availability preferred, although shifts are available at any time.

KENNEL VOLUNTEERS work with Kennel Staff to help provide over-all care of the animals. Duties and responsibilities may include:

- Walking dogs and/or socializing cats
- Cleaning and setting up dog and cat cages
- Keeping Cat and Dog Nutrition Rooms stocked with supplies
- Helping with laundry
- Take at one or more shifts per week (or every other week); shifts are usually 3.5 hours.
- Must be able to handle cats/dogs and cleaning products; must be able to lift at least 20lbs.

OFFICE VOLUNTEERS assist Adoption Counselor and Office Staff in providing a welcoming environment for all NEAS staff, volunteers and visitors. Duties and responsibilities may include:

- Greeting guests as they enter the Shelter
- Accepting and organizing donations from visitors
- Assisting with light filing and/or data entry
- Answering phones
- Monitoring cat and kitten, dog and puppy rooms
- Take one or more shifts per week (or every other week) during business hours; shifts are flexible.

FOSTER CARE VOLUNTEERS open their homes to animals waiting to arrive at our shelter or that need special care. These animals may have special medical needs, be nursing or pregnant cats, bottle-fed kittens, litters of puppies or kittens, cats in need of socializing, etc. Foster Care Volunteers must have an isolated, safe space for the animal to stay and follow strict guidelines regarding care. *These volunteers must be at least 21 years of age; separate application and interview required.

SENIOR VISITATION VOLUNTEERS take trained, NEAS-approved kittens and/or dogs to local nursing homes, senior centers and assisted living facilities. Senior Visitation Volunteers give a brief talk about NEAS and answer questions about our work, animals, and animal care. These volunteers must have a car and valid MA driver's license, and be at least 18 years of age. If using their own animal, it must be NEAS-approved, and have up-to-date medical records for the animal on file with NEAS.

HUMANE EDUCATORS travel to local schools and other child-care organizations with one or more of our animals to teach the young how to care for and love an animal. Educators follow our unique curricula during presentations and sign up for the appointment(s) that best fit their schedule. *Must have a car and valid MA driver's license; must be at least 18 years of age.

SPECIAL EVENTS VOLUNTEERS help with a variety of projects, events, and activities on an as needed basis whenever their schedule allows. Duties and responsibilities may include one or more of the following, but are not limited to:

- Transporting animals to and from veterinary appointments
- Transporting Satos from Puerto Rico to Logan Airport and/or from Logan to NEAS
- Organizing donation drives for NEAS
- Organizing or helping to staff one-time events such as holiday/seasonal celebrations, annual Sato Reunion, Blessing of the Animals, or other in-Shelter or community-based programs.

Please circle the volunteer position(s) for which you are applying:

Dog Walker Kennel Volunteer Office Volunteer Foster Care
Humane Educator Senior Visitation Special Events

Are you more of a cat person, dog person, or both equally? _____

Are you allergic to dogs, cats or chemicals such as flea products, bleach, etc? Yes ____ No ____

Do you have any special skills, training or certification that you think would be helpful to the Shelter and our animals? If so, please list:

Is there any additional information you would like to share with us? _____

Reference: Please give us the name and phone number of someone (unrelated) who knows you well that we may contact.

Name: _____ Telephone #s: _____

How long have you known this person? _____ Best time(s) to reach them: _____

Please return this completed application and the attached Consent and Release Form to:

NORTHEAST ANIMAL SHELTER
347 Highland Avenue
Salem, MA 01970
Attn: Volunteer Coordinator

Or fax to: 978.740.0612
Attn: Volunteer Coordinator

