

Dear Friend,

Thank you for your interest in volunteering at Northeast Animal Shelter (NEAS). Without the support of people like you, we would not be able to help the thousands of animals that come to our shelter every year. At NEAS, volunteers and staff work together to ensure that every dog and cat is ready for the loving home they deserve.

We have many different options available for volunteers, and this packet is designed to help you decide which program is right for you (and yes you can choose more than one). Every new volunteer must attend an orientation and go through training, but some programs require more training and a bigger commitment than others. For example, Kennel Volunteers must complete an orientation, training, and “shadow” one shift with a current volunteer before they begin working on their own, while most other programs require a lot less training and are much more flexible.

Look over our Frequently Asked Questions and Volunteer Job Descriptions. If you like what you see, and want to take the next step to becoming a volunteer, fill out and send in an application. We will also be happy to answer any questions you might have before deciding to apply. Every application is responded to in the order it was received. Wait time will vary depending on the applications ahead of you, and how your availability and interests compare to our most current needs. If we do not have an opening for the position(s) you are applying for, we will keep your information on file until something opens up, no matter how long that might be.

Volunteer Program Contact Information:

(978) 745.9888 x305
volunteer@neas.org

Frequently Asked Questions

Q: *How do I become a volunteer?*

A: The first step is to complete a Volunteer Application and submit it to the Volunteer Coordinator via mail, fax, or by dropping it off at NEAS; you will receive a confirmation email from us within two weeks. If we are accepting new volunteers and your application matches available positions, you will be invited to attend an Orientation meeting to learn what it is like to be part of our team, followed by a brief interview. Accepted applicants will then be invited back to attend a training session after which they can begin their regular volunteering schedule.

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

A: Most of our volunteers work in the **Kennel** and/or **Reception**. Other volunteer positions include **Humane Educator, Senior Visitation, Community Outreach, and Foster Care** (separate application). We also have **Special Project** volunteers who help in a variety of creative ways. Please read the Volunteer Job Descriptions on the next page for further details on each program's responsibilities.

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

A: Most volunteers are asked to commit to **4-6 months of service**, depending on their program. Shifts are typically 3-4 hours long and are available every day of the week. Some programs offer more flexibility than others, while some are only available at certain times throughout the week. Please review the Volunteer Job Descriptions on the next page for each program's specific requirements.

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

A: Volunteers must be at least 16 years of age to volunteer at our shelter, even with parental supervision. Younger folks are encouraged to get involved in community outreach as Shelter Ambassadors; please have your parent or guardian call the Volunteer Coordinator for more information.

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

A: Most community service projects are too short-termed to be fulfilled *at* our shelter (for example, Kennel Volunteers must be able to make a minimum six-month commitment), but *outside* projects, like organizing donation drives for items on our wish list, are often a perfect fit for projects that only require a few hours. Our Volunteer Coordinator can help you come up with a plan that will work for everyone.

Q: *Can I come in **just** to play with the puppies and kittens?*

A: Taking care of all our animals is a LOT of work, and socializing them is one small part of a big job. We need to provide for their physical wellbeing first, and that means cleaning up after them and making sure all our adult dogs have been walked *before* we have time to play with any of the animals. We hope that volunteers will be able to spend some of their time socializing during each shift, but due to the large number of animals we are often responsible for, that is not always the case.

Q: *My schedule is unpredictable and I can't guarantee availability. Can I still volunteer?*

A: A volunteer's options will be limited by their availability. Some positions (such as Kennel and Reception volunteers) require a structured commitment, whereas others (like Special Projects) are much more flexible. Whatever your availability might be, there is a volunteer program to fit your schedule and interests; please contact our Volunteer Coordinator to discuss your options.

VOLUNTEER JOB DESCRIPTIONS

All positions require some training and supervision

KENNEL Our most popular program! These volunteers work closely with our Kennel Staff to help provide over-all care of the animals. Common duties and responsibilities include:

- Walking adult dogs (usually every 2-3 hours)
- Cleaning up “accidents” and emptying litter boxes
- Sanitizing cages after one of our animals has been adopted
- Keeping Cat and/or Dog Nutrition Rooms stocked with supplies
- Helping with laundry
- Commit to at least one shift per week for six months; shifts are usually 3-4 hours.
- Must be comfortable handling dogs/cats and cleaning products; must be able to lift at least 20lbs.

RECEPTION/GREETER These volunteers need to enjoy working with humans as much as animals, as they are often the first person our visitors will see. They assist our Adoption Counselors in providing a welcoming environment for all staff, volunteers and visitors. Duties and responsibilities may include:

- Greeting guests as they enter the Shelter
- Accepting and organizing incoming donations
- Answering “live” calls and responding to voice messages
- Making follow-up calls/emails to recent adopters
- Filling out reminder cards regarding an adopted animal’s upcoming medical needs
- Helping visitors to find their way around our large building
- Occasional data entry and/or filing
- Shift lengths are flexible but only available 10am-4pm weekdays, 10am-6pm weekends.
- Minimum one shift per week for at least four months

SENIOR VISITATION Help us build sustained relationships with senior-serving organizations throughout the North Shore. After completing an evaluation for *their* cat or dog, Senior Visitation Volunteers will be authorized to take *their own* animal on scheduled visits to local senior centers, nursing homes, rehabilitation facilities, etc. These volunteers must have reliable transportation for themselves and their animal, and be at least 18 years of age. Up-to-date medical records displaying proof of the animal’s current vaccination must be provided to NEAS before any visits can be scheduled.

HUMANE EDUCATORS help young people understand the importance of spaying/neutering and what makes shelters different from pet stores. Our curriculum is flexible and each presentation is tailored to the interests of the audience, although all discussion includes an overview of our shelter’s history, programs, and mission. *Must have reliable transportation; must be at least 18 years of age.

COMMUNITY OUTREACH Help spread the word about our shelter throughout your community! This is a great program for folks who don’t have much time to spare, but still want to be involved. Every month we receive lots of requests to set up information tables about our shelter at local pet supply stores, community events, service fairs, etc. Community Outreach Volunteers are responsible for representing NEAS as “Shelter Ambassadors” and are only asked to commit to one event per month. *Must have reliable transportation; this program is open to younger volunteers.

SPECIAL PROJECTS range from transporting dogs from Logan Airport to our Shelter, organizing donation drives or other fundraising events, assisting with our website and other marketing materials, transporting animals to and from local veterinary appointments, adoption follow up calls and emails, and helping with special events.

Have an idea that you don’t see listed? Please contact our Volunteer Coordinator and tell us about it!

VOLUNTEER APPLICATION AND RELEASE FORM

Please answer all questions and return to the Volunteer Coordinator via mail or e-mail; applications may also be dropped off at the Shelter. Do not forget to complete the following Consent and Release form; we cannot proceed with your application without it! Please call/email the Volunteer Coordinator if you have any questions.

Date of application: _____

Name: _____ Phone: H _____
 Address: _____ C _____
 City: _____ Zip Code: _____
 Email Address _____ Date of Birth: _____

1. Pet owning history: what kind of pets have you owned, and for how long?

2. Have you ever volunteered or worked professionally with animals before? Yes No

If yes, in what capacity? _____

3. How often would you like to volunteer?

Once/week _____ Special events, as needed _____

Twice/week _____ Other (please explain) _____

Every other week _____

4. Are you able to make a commitment for 4-6 months? Yes No

If no, how long will you be available to volunteer with us? _____

5. Please use the sample schedule below to circle all *approximate* shifts that you are available to volunteer. Place a #1 and #2 in your first and second choices, and DO NOT circle any shift that you would not realistically be able to commit to. Please note that not all shifts are available for all programs.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 7:00-10:30am *Kennel only | 7:00-10:30am *Kennel only | 7:00-10:30am *Kennel only | 7:00-10:30am *Kennel only | 7:00-10:30am *Kennel only | 7:00-10:30am *Kennel only | 7:00-10:30am *Kennel only |
| 10am-2:00pm | 10am-2:00pm | 10am-2:00pm | 10am-2:00pm | 10am-2:00pm | 10am-2:00pm | 10am-2:00pm |
| 1:30-5:30 pm | 1:30-5:30 pm | 1:30-5:30 pm | 1:30-5:30 pm | 1:30-5:30 pm | 1:30-5:30 pm | 1:30-5:30 pm |
| 5:00-8:00pm *Kennel only | 5:00-9:00 pm *Kennel only | 5:00-9:00 pm *Kennel only | 5:00-9:00 pm *Kennel only | 5:00-9:00 pm *Kennel only | 5:00-9:00 pm *Kennel only | 5:00-8:00pm *Kennel only |

6. Please circle the volunteer position(s) for which you are applying and indicate preference:

Kennel

Reception/Greeter

Community Outreach

Senior Visitation

Humane Educator

Special Projects _____

7. I prefer to work with

Only Dogs

Mostly Dogs

Both Equal

Only Cats

Mostly Cats

8. Do you have any animal or chemical-related allergies that may impact your volunteering? If yes please explain:

9. Do you have any special skills, training or certification that you think would be helpful to the Shelter and our animals? If so, please tell us about it:

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

Reference: Please give us the name and phone number of someone you are not related to who knows you well and would provide a good reference for you.

Name: _____ Relationship: _____

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

Phone #1: _____ Phone #2: _____

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

NORTHEAST ANIMAL SHELTER

347 Highland Avenue

Salem, MA 01970

Attn: Volunteer Program

Or fax to: 978.740.0612

Attn: Volunteer Program

CONSENT AND GENERAL RELEASE FORM

Know all people by these presents, that (if over 18 years) I, _____, consent to the activities, or, if under 18 years, we consent to the activities of our child, _____, under the direction of the agents and employees of Northeast Animal Shelter of Salem, Massachusetts, and furthermore, in consideration of their undertaking of supervision of the aforesaid activities and for other good and valuable consideration, receipt whereof is hereby acknowledged, I/we hereby release and agree to hold harmless and indemnify the said Northeast Animal Shelter of Salem, MA, from any and all actions, claims, or causes of action arising out of or in connection with, any manner whatsoever, for personal injuries or property damage which may be suffered by the aforementioned person whether or not arising out of any negligence or breach of duty by or flowing from Northeast Animal Shelter of Salem, Massachusetts, or its agents or its employees.

It is further agreed that there are no collateral or outside agreements of any kind between the parties hereto.

Signed: _____ Witnessed: _____
(if under 18, form must be signed by parent or legal guardian)

Date: _____

I give my permission for the staff of Northeast Animal Shelter of Salem, Massachusetts to seek emergency treatment for me, _____ or, if under 18 years of age, my child _____ in case of accident or injury.

Signed _____ Date: _____

******* FOR OFFICE USE ONLY *******

Date of Orientation:

Interviewed By:

Programs interested in: #1

#2

#3

Available shifts:

6 month commitment?

Training date & time:

Notes: