



Jackson County Animal Shelter

3370 Spring Arbor Rd · Jackson, Michigan 49203

Email: animalshelter@mijackson.org FAX (517) 780-4750



Volunteer Application

Information

Application Date: _____ Phone Number: (____) _____

First Name: _____ Last Name: _____ DOB: ____/____/____

Address: _____ City: _____ Zipcode: _____

Email Address: _____

Emergency Contact: _____ Phone: (____) _____

Relationship: _____

Why are you interested in volunteering at the Jackson County Animal Shelter?

Volunteer Needs

Kennel Assistant—Washing and drying litter pans, food dishes, and toys. Tidying up after animals in their cages/kennels. Washing, drying, and putting away laundry. Cleaning airline carriers for transport. Additional training required.

Dog Walker—Walking dogs around the walking trail and spending time playing with dogs in the play yard. Additional training required.

Cat Cuddler—Spend time socializing with our cats & kittens. Help potential adopters become acquainted with adoptable cats & kittens. Additional training required.

Animal Ambassador—Become a shelter ambassador by promoting pets on social media by word of mouth.

Community Outreach & Events—Work closely with our Event Manager to visit schools, businesses, and other various locations. Help with adoption events, fundraisers, and other shelter outreach events.

Fostering—Provide care to animals in your home. Most foster needs are for cats/kittens and dog/puppies until litters reach 8 weeks of age. We provide the supplies and medical care, you provide the loving home. Separate application is required to foster. We always need fosters!

Pet Smart Cage Cleaning—We partner with Pet Smart to offer adoptable cats at their store location. Volunteers needed on a daily basis to clean cages onsite at Pet Smart. Additional training required.

Office assistant—Help staff by answering phones, greeting the public, performing data entry and filing. Additional training required. Availability for this task based on need.

Volunteers will be notified of opportunities outside of our normal business hours in our Volunteer Newsletter emailed monthly and through the JCAS Volunteers Facebook Group.

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Background

Have you ever been convicted of animal abuse or neglect? Yes / No

Have you ever been convicted of a crime? Yes / No

If yes, please explain _____

Have you ever been bitten and/or attacked by a cat or dog? Yes / No

If yes, please explain _____

If yes, did the bite require medical attention? Yes / No

Do you currently have any pets? Yes / No

If yes: How many? _____ How did you get your pets? _____

What type, breed and age? _____

Other

Are you comfortable approaching a dog or cat you don't know? Yes / No

Do you understand that dogs and/or cats may be unpredictable and that JCAS cannot guarantee that a dog and/or cat may not become aggressive? Yes / No

Are you willing to assume the risks involved with working with animals who are sometimes frightened and who are in unfamiliar surroundings and the possibility that the dog and/or cat may bite and/or scratch you or a companion? Please initial: _____

Do you have any health or medical issues that would be affected by working at the shelter? Yes / No

If yes, please explain: _____

Do you have any special talents, skills or training in handling animals? _____

Signature

I certify that my answers are true and complete to the best of my knowledge. By signing below I give permission to Jackson County Animal Shelter (JCAS) to do a background check per their discretion. I hereby release, indemnity, and hold harmless JCAS, its Director, employees, successor, legal representatives, sponsors and Board of Commissioners of all its activities, from any and all claims, cause of action, and liability arising from or in any way connected with my volunteer participation. I understand that I am expressly assuming all risk, including but not limited to injury and disease, associated with my volunteer participation. I further, grant JCAS permission to use, without cost, any photographs, video or audio taken of me during my volunteer services. I also agree to abide by all JCAS policies and procedures. I understand that I must complete a volunteer orientation before beginning my volunteer duties. I agree to maintain the confidentiality of protected information that I may be exposed to as a part of my volunteer experience particularly personal and identifying information. Violation of any of these policies may result in termination of my volunteer status. Volunteers must be 18 years of age or accompanied by a parent and/or adult.

Signature

Date



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Phone (517) 788-4464 · FAX (517) 780-4750



Orientation Date: _____

Volunteer Rules

Failure to follow rules can result in termination of volunteer status

- All volunteers must attend a volunteer orientation in order to participate.
 - * Please contact Amy Kinder to schedule your orientation.
- Volunteers MUST be at least 18 years of age.
- Volunteers are not allowed to enter rooms marked as employees only.
- Volunteers *must* sign in at the front desk before working. All work assignments will be given and approved by a kennel attendant.
- Do NOT take pictures of the animals unless permission acquired JCAS Staff.

General

- Prior to working, volunteers should check in with kennel attendant to ask which dogs can be handled.
- Prior to walking, volunteers should check in with kennel attendant to ask which dogs need to be walked.
- If you are having trouble getting a dog into or out of a run, ask for help and use caution to prevent escapes.
- All dogs to be walked with either an appropriate slip lead or training collar. Dogs are NEVER to be walked with a standard strap collar.
- Walk dogs in and out of the building quickly. This causes less stress for this dog and other dogs.
- Please pick up after the dog if they go to the bathroom. Plastic bags will be provided.
- Don't allow the dogs to pull and bite the leash or jump on you. If you need help addressing these behaviors please ask for help.
- Volunteers must use caution when having to walk dogs near other dogs; this is to prevent possible fights. Dogs are not allowed to socialize or play with each other in order to prevent injuries.
- After walks, brushing and basic obedience commands are encouraged.
- Volunteers must be sure the kennel doors are completely closed and latch when returning dogs to their kennel.
- When taking dogs out into the fenced in exercise yard, you MUST make sure the sign is up so no other dogs will be sent out in the yard during your play session.
- If you want to take a dog to a room for quiet time, check with a kennel attendant first to make sure the room is available.

Dog Specific Rules

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Cat Specific Rules

- If you are bitten, please report it to any staff member immediately so proper measures can be taken.
- Prior to working, volunteers should check in with kennel attendant to ask which cats can be handled.
- Volunteers must wash hands or hand sanitizer before AND after handling each cat. This is minimize the transfer of any infection and/or illness from one cat to another.
- Please check with kennel attendant before letting any cat roam the cat room .
- If allowing a cat to free roam the cat room, please make sure the lobby door is shut.
- Do not allow more than one cat out at a time.
- Volunteers must be sure the doors are completely closed and latch when returning cats to their cages.

Other

If you see illness or any other concerning from any animal please make sure to let staff know asap.

If you are here to work on tasks other than animal interaction check with a kennel attendant as these tasks procedures change daily.

Signature

By signing, I am stating I understand what is expected of me as a volunteer. Further more, I understand that failure to follow said rules will result in termination of volunteer status.

Printed Name

Signature

Date

Thank you for choosing JCAS as a place to spend your time!

* You will get a copy of these rules at orientation