

Kankakee County Animal Control **Volunteer Application**

DATE: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Birthdate: _____

Email address: _____

Driver's License Information: _____

LICENSE NUMBER

STATE

EDUCATION

Last School Attended: _____

Last Grade Completed: _____

Area of Studies: _____

EMPLOYMENT

Occupation: _____

Employer: _____

How long at current position: _____

REFERENCES

Please provide us with two personal references:

Name

Occupation

City

Phone#

Do you have any allergies, physical disabilities or other limitations which may require accommodations?

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

Phone: _____

Special Skills

Do you have any special skills or talents that may be helpful at the shelter?

Do you have any volunteer experience? YES NO If yes, please describe.

Do you have any experience working with animals? YES NO If yes, please describe: _____

How did you become interested in volunteering at the shelter?

What hours/days would you be interested in volunteering your time?

What shelter duties are most interesting to you?

Are there any shelter duties that you would prefer not to perform?

Do you currently have any pets? YES NO If yes, please fill out form below.

Type of pet (dog/cat)	name	age	spayed/neutered Y/N ?
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Office Use Only

Interviewed by: _____ Date: _____

Comments:

Volunteer Guidelines

The service that is offered by our volunteers is greatly appreciated and we value each of you. Here is a list of rules and guidelines that will help you have a more positive and safer experience. You are here to help, learn and gain valuable experience, but do remember this is animal control and we do have procedures that need to be followed. We know you are here because you love and care about animals but before you are allowed to work with animals, you must be trained and understand that there is other work to be done.

- You **must** be willing to help with all general housekeeping. Kennel cleaning, dishes, litter pans, laundry, garbage, sweeping/mopping, vacuuming and other shelter cleaning as needed. *We know you want to work with animals, but these are things that need to be done by everyone.
- If there is a red cage card or dot, do not stick your fingers in the cage or handle animal.
- Do not open cage doors unless authorized by staff.
- Do not handle any animals unless authorized by staff and training has been completed.
- Sanitize hands after handling one animal and before touching any others, we want to keep you healthy and help stop the spread and stop the spread of disease and illnesses.
- We appreciate your opinions and concerns, but this is a kill-facility and animals will have to be put down. Don't make the job harder by making objections.
- Your suggestions are important to us, but please do not try to offer these suggestions while staff is speaking with customers. That is not the time for conflict or difference of opinion.
- Please let employees answer any questions that customers may have.
- Do not interrupt employees while they are with customers unless it is an emergency.
- Please work together to complete all tasks, no one has a certain area.
- You are not allowed to handle money.
- You are not allowed access to the computers unless given permission and supervised by an employee.
- Cell phones can be used outside, but you must be punched out.
- Office phone calls are for emergencies or calling for rides.
- Radio must be turned down or off after 10am when the kennel is open to the public.
- No smoking is allowed in the building you must go outside and dispose of cigarette butt appropriately.
- If you fail to follow these guidelines you will be asked to leave.
- You are responsible for your safety and are working at your own risk.

Signature_____ Date_____

Volunteer Duties

General Housekeeping

- Daily housekeeping: sweeping, moping, vacuuming, dusting, garbage, dishes/litter boxes (properly washed and disinfected), keeping up with the laundry (shaking out waste, cleaning lint filter), wiping and disinfecting counters, doors and shelves, washing and disinfecting carriers after each use.
- Cleaning of indoor and outdoor kennels: disinfecting inside and exterior including kennel doors, latches, card holders and areas around kennels/runs. Scoop poops around shelter property.
- Assisting the staff with food preparation and feeding.
- Disinfecting and washing animal toys after use.
- Light filing and shredding.
- Help with various upcoming projects.

☺If you notice something dirty, chances are no one else noticed it. Please clean it up☺

Select animal handling will be permitted after staff approval and training!

- Observing health/well being; observing stool/urine, stress levels and behavior and inform staff if any changes occur.
- Assisting the staff with medical care.
- Grooming; brushing, baths and nail trimmings
- Animal Socialization.
- Dog walking.
- Obedience training.
- Transporting animals to other rescues and shelters.

Remember this is animal control, not all animals here are friendly.

Remember with your help we can give some of these animals a second chance.

You are here because you want to help and gain valuable training and experience.