

LAWRENCE COUNTY HUMANE SOCIETY

628 Pearson Mill Road, P.O. Box 62
New Castle, PA 16103
724-654-8520

www.lawrencecountyhumane.com

VOLUNTEER APPLICATION

Thank you for your interest in helping with our Volunteer Program. Please fill out this application and select the areas that most interest you and the jobs for which you are qualified. Please refer to the General Job Descriptions pages to help you choose.

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Emergency Contact _____ Phone _____

Check Areas of Interest Dogs Cats Both
 Socializing Dog Walking Training Fund Raising Events PetsMart

Do you own pets now? No Yes, What types _____

Have you owned pets in the past? No Yes, What types _____

List any specific skills, training or interests _____

Lawrence County Humane Society Volunteer Agreement:

If I am selected to become a non-compensated volunteer for the Lawrence County Humane Society, a non-profit organization, I shall comply with the following terms and conditions in order to best serve this organization and the animals it is helping.

I will abide by the mission, rules, regulations, programs, policies and procedures of Lawrence County Humane Society while I am a volunteer. If I am unclear as to what these are, I will check with my immediate supervisor. If, during the course of volunteering, I take any of Lawrence County Humane Society property off the premises, I agree to promptly return such property by the end of my shift.

I do hereby agree to indemnify, hold harmless and release Lawrence County Humane Society, its agents, employees, officers, directors and other volunteers from and against any claims or liability or other actions in any way arising out of or resulting from my volunteer services whether on or off the premises.

To the best of my knowledge, I have accurately and truthfully filled out this volunteer application and understand and agree that Lawrence County Humane Society may refuse my volunteer application at its own discretion. I understand and agree that Lawrence County Humane Society has the right to dismiss me as a volunteer at its discretion.

Signature _____ Date _____

(If a minor under 18, you must also have a parent or legal guardian signature.)

Parent or Legal Guardian Signature _____

VOLUNTEER RELEASE AND WAIVER OF LIABILITY
Please Read Carefully
This is a Legal Document That Affects Your Legal Rights!

In consideration of the opportunity to engage in volunteer work for Lawrence County Humane Society (LCHS), I hereby freely, voluntarily and without duress execute this Release and agree with the following. **Please initial each item.**

- _____ **1. Release and Waiver.** I, for myself, my heirs and my assigns, hereby release, forever discharge and hold harmless LCHS from any and all liability claims and demands of whatever kind or nature, whether in law or in equity, which may arise from my volunteer activities with LCHS. I understand that this Release discharges LCHS from any liability or claim that I may have against LCHS with respect to any bodily injury, personal injury, illness, death or property damage that may result from my volunteer activities with LCHS, whether caused by negligence of LCHS or otherwise.
- _____ **2. Assumption of Risk.** I understand that my volunteer activities with LCHS include work that may be hazardous to me and/or place me at risk of physical injury, including but not limited to caring for, feeding, handling and transporting dogs, cats and small mammals. I hereby expressly and specifically assume the risk of injury or harm inherent in such volunteer activities and release LCHS from all liability for injury, illness, death or property damage resulting from such activities.
- _____ **3. Photographic Release.** I agree that LCHS may photograph or videotape my volunteer activities for LCHS, and hereby release any such photographs or videotapes for use in its programs and publications. Your names will not be given.
- _____ **4. Other.** I agree that this Release is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Pennsylvania, and that this Release shall be governed by such laws. I agree that in the event that any part of this Release is held to be invalid by any court of competent jurisdiction, the invalidity of such part shall not otherwise affect the remaining parts of this Release which shall continue to be enforceable.

Volunteer Signature Date

Signature of Parent or Legal Guardian, if Volunteer is under 18 years old

Emergency Contact _____
Name Relationship Phone/Cell

VOLUNTEER RULES OF CONDUCT

*Volunteers are non-paid personnel of
Lawrence County Humane Society*

As a Volunteer, I am expected to:

- be at least 16 years old to handle the animals.
Teens from 16-17 must have a parent or legal guardian with them at all times. Any volunteer under 18 years old must have their parent or legal guardian's signature on the Volunteer Agreement.
- attend an orientation meeting and instructions for your specific job.
- conduct myself in a professional and adult manner at all times while involved in shelter activities or fund raising events.
- perform my tasks under the guidelines established within the job description for that job.
- report any abusive behavior in the shelter to the staff supervisor.
- support and adhere to the policies and procedures of Lawrence County Humane Society as outlined in this Volunteer Manual.
- maintain **confidentiality** regarding the animals coming into our shelter, the disposition of these animals and the activities of Law Enforcement Officers, the State Dog Warden and the Humane Officer.
- wear a Lawrence County Humane Society volunteer T-Shirt while volunteering at fund raising events and preferably, but not necessarily, also while volunteering at the shelter.

As a Volunteer, I understand and agree that:

- I am providing my services in a volunteer capacity without any expressed or implied promise of salary or employment benefits.
- using or being under the influence of drugs or alcohol is strictly prohibited while volunteering at the shelter or any sponsored event.
- Lawrence County Humane Society shelter is a smoke free workplace. Smoking is only permitted outside the building by the back door by the puppy outdoor runs and not while walking a dog.
- verbal or physical abuse to shelter volunteers or staff will not be tolerated.
- my volunteer involvement may be terminated if I do not meet my commitment in an appropriate manner, or otherwise fail to adhere to policies and procedures as outlined in the Volunteer Manual.

I have read the Volunteer Manual and agree to follow and support its contents and acknowledge receipt of a copy of this manual.

Signature Date

Print Name

Signature of Parent or Legal Guardian, if Volunteer is under 18 years old



VOLUNTEER MANUAL

Please read completely

LAWRENCE COUNTY HUMANE SOCIETY
628 Pearson Mill Road, P. O. Box 62, New Castle, PA 16103
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MISSION STATEMENT

“Founded in 1953, the Lawrence County Humane Society is a 501(c)(3) non-profit charitable organization registered in Pennsylvania and established to prevent cruelty to animals. For over 70 years we have maintained an animal shelter, accepting stray, unwanted, abused and neglected animals. They are provided with a safe haven, food, shelter, vaccinations, spay/neuter, necessary medical care and most of all LOVE. Our goal is to secure responsible loving homes for our adoptable animals.”

AGE REQUIREMENT

Volunteers must be at least 16 years of age. Teens ages 16-17 years must have a parent or legal guardian volunteering with them at all times. Any volunteer under 18 years needs their parent or legal guardian’s signature on the Volunteer Application.

IF YOU ARE APPROVED

After being selected to volunteer, you will need to satisfactorily complete a training session followed by a 30 day probationary period. Any time during this period, the Lawrence County Humane Society has the right to dismiss you at our discretion. If you do not log any volunteer hours during a three month period, you will need to reapply.

GENERAL JOB DESCRIPTIONS

DOG WALKING – Most dogs (depending on their personality and characteristics) are walked several times a day. **These animals will be selected by the staff.** Adult volunteers may walk the dogs by themselves. Teen volunteers, accompanied by a parent or legal guardian, will each have a leash attached to one animal.

SOCIALIZING – It is important to socialize dogs, puppies, cats and kittens so that they are accustomed to human contact. This may include walking and playing with a puppy or holding a small kitten. **These animals will be selected by the staff.**

TRAINING – It is a distinct advantage to the dog/puppy to be partially trained prior to adoption. This will require a volunteer who has had previous experience in successfully training dogs. Basic obedience is the goal which includes walking/heeling on a leash, down, sit, stay, come, give paw. **These animals will be selected by the staff.**

FUNDRAISING – We have many fundraisers throughout the year and always need volunteers to help plan, set up, work the event and clean up. Some events will involve bringing either calm shelter dogs or one of our own personal pets. These events may include “Homeless To Home” (in May), “Pawstock” (in the Fall), Bingo, Lawrence County Fair, Holiday Craft Show, Adoption Fairs, various Vendor/Craft Shows, and any other events to which we are invited.

PETSMART STORE – We are responsible for cleaning and maintaining the cat cages that are housing some of our cats and kittens in the PetsMart store in Union Township.

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VOLUNTEER RESPONSIBILITIES:

- Must attend an orientation meeting and instructions for your specific job.
- Please report to the Shelter Supervisor upon arrival for your shift.
- Volunteer hours are Tuesdays through Saturdays from 12:30 - 4:00 PM.
- Volunteers may wear a volunteer T-Shirt. This is **not required** but is helpful because it identifies you as a volunteer to the staff and the public. T-Shirts may be purchased at the shelter for a nominal cost.
- Feet must be protected at all times with sturdy shoes with shoelaces and rubber soles. No sandals, flip-flops or open shoes will be permitted.
- Long pants/jeans, longer shorts or capris are acceptable attire to protect legs from dogs jumping on you. Short shorts above the knee are not acceptable attire.
- No perfume or strong fragrance is allowed. Dogs have a keen sense of smell and strong scents are very disturbing to them (and the staff).
- Report for scheduled duties on time. Do NOT come if you are ill. If you know in advance that you will be absent, notify the shelter supervisor or staff. If you wish to make changes in your scheduled volunteer time, notify us as far in advance as possible. Messages may be left on the answering machine clearly stating your name and time you were scheduled to work.
- If you have any special talents to contribute, such as baking dog biscuits, sewing pet bandanas, face painting or making crafts relating to pets to use as fund raisers, please report that to the staff or Board members.
- All Volunteers are required to use all caution and established procedures when working with shelter animals.
- If a volunteer is bitten or scratched, a staff member or supervisor **must be notified immediately**. A bite may be an indication of an animal's health or behavioral problem and must be checked out.
- An accident report must be filled out, as required by our insurance carrier and must be obeyed. For the safety of the animal, visiting public, volunteers and staff, all bites, scratches or injuries must be reported. We recommend a visit to a health care professional. If you choose to seek treatment for an injury incurred at the shelter or at a sponsored event **all expenses for medical treatments are the responsibility of the volunteer**.
- It is not appropriate to bring children, friends or your own pets to the shelter while performing volunteer activities.
- You are welcome to take pictures of ONLY the adoptable animals and post onto your social media. No pictures of employees or their vehicles will be allowed without their permission.
- If you are willing, you may be asked to run short errands (e.g. deliver candy bars to a business) or transport animals to or from a local veterinarian or fundraiser (all will be secured in sturdy crates).

VOLUNTEER DISCIPLINE PROCEDURES

Providing a safe and enjoyable experience is one of Lawrence County Humane Society's top priorities. The policies and procedures are in place to serve as guidelines for appropriate behavior. If a volunteer commits a violation of the rules, disciplinary procedures will be followed.

Volunteering at LCHS is a **privilege not a right**. Those volunteers who commit minor violations of policies and procedures will be verbally counseled in an effort to achieve acceptable compliance. Continued violations could result in additional counseling or dismissal. Serious violations will result in termination. All verbal and written warnings and counseling will be documented.

Lawrence County Humane Society has a Zero Tolerance Policy for physical or verbal abuse of any staff, volunteer or the public and abusive behavior toward the animals. LCHS also has Zero Tolerance for drugs and alcohol on the premises.

If you have difficulties working with other volunteers or staff, bring the situation to the attention of the shelter supervisor or Board member.

Keep your involvement at the shelter confined to the responsibilities of your volunteer position. It may be difficult to keep from getting involved in all that is going on around you. There are times when difficult decisions need to be made by the staff. Please respect these decisions. If you have questions, please feel free to ask us to set up a time to discuss the matter with the shelter supervisor or Board member.

All activities of the Law Enforcement Officers, State Dog Wardens and Humane Officers are to remain confidential. Please leave the room for their privacy if these activities are going on. What you witness or overhear is strictly confidential. The disposition of the animals is to remain confidential. All names and addresses of people surrendering animals, adopting animals or reclaiming animals are to be held in the strictest confidence.

Social Media (Facebook, Instagram, etc.) is a powerful tool that can work for us or against us. Do not comment negatively on our or your pages against LCHS. It ultimately hurts the animals and what we are trying to accomplish. Negative comments on our posts are not permitted (calling people stupid or saying you were there when an animal came in). Only comment **positively** on any of our posts ("I walked this dog and he is so nice". "I played with this cat and she is so sweet"). If you have a problem or a question, please bring it to our attention immediately. We will be happy to resolve whatever issues you may have.

Do not try to answer questions that the public may have about LCHS, the animals you are with or the care of them. Refer all questions to a staff member or Board member.

VOLUNTEER JOB RESPONSIBILITIES

All animals will be chosen by the staff.

Do not open any cage without the permission from the staff.

Dog Walker Responsibilities:

All dogs will be chosen by the staff for you to walk. Their decision is final. If when you arrive and the shelter is busy or hectic, please be patient. They will help you as soon as they have a free moment.

Teen volunteers 16-17 must be accompanied by their parent or legal guardian while volunteering.

Must be strong enough to handle a dog that may or may not be leash trained.

All dogs will be fitted with a harness and put on the dog by the staff.

Loop your hand into the leash handle and grab the leash with your hand.

Grab part of the leash with the other hand.

Wear appropriate clothing – long pants or capris and fitted shoes (no sandals or flip flops).

No perfume or strong fragrance is allowed. Dogs have a keen sense of smell and strong scents are very disturbing to them.

Clean up any feces left by the dog. Bags are provided.

Be aware of any animals that may be around before you attempt to take a dog outside.

Be aware of oncoming traffic as you walk.

Be aware of and avoid any animals that may be in the area.

Before bringing a dog back into the shelter, for safety reasons you must check inside first by knocking on the door to make sure there are no other animals in the office area.

Be cautious and avoid any animals in the parking lot that are being brought into the shelter or being taken out.

DO NOT let the public approach or pet the dog you are walking.

You may walk the dog around the circle driveway and into the grass areas or take them into one of the empty play yards. DO NOT go anywhere else.

If at any time a dog makes you uncomfortable, bring it back into the shelter **immediately** and let us know.

Speak calmly to the dog. DO NOT speak loudly or in a high pitched voice.

DO NOT rush up to an animal.

DO NOT get in their face.

Watch for their body language. **These are all warning signs that they are not comfortable:**

Tail tucked under them, Ears back, Growling, Shows its teeth, Shaking or trembling, Hair on the back standing up, Nose wrinkled, Lips curling up, Dropping to a crouch, Stares right at you.

Socialization Responsibilities:

Interact with the animals, selected by the staff, by way of petting, grooming as needed and gently playing with them.

If you choose to socialize some of our cats, you will be shown which cats you will be allowed to interact with and ONLY do so with those cats chosen.

DO NOT open any other cages without staff consent.

Wash your hands in between handling each cat so as to not spread any germs that they may have. Cats are very sensitive to upper respiratory problems.

DO NOT feed them any treats. Some cats have specific diets.

When you are done interacting with them, double check each cage to make sure it is completely closed. *No escapes !!*

Training Responsibilities:

Must be strong enough to handle a dog that may or may not be leash trained

Teach basic obedience skills:

Walking a dog on a leash without him walking you, Heeling on a leash, Sit, Down, Stay, Come

Teach extra "tricks": Give Paw/Shake, Roll Over, Sit Up/Beg, Speak

Must have previous dog training experience, having graduated from a formal dog training class or have trained a Canine Good Citizen dog or equivalent

Fund Raising Responsibilities:

Help the Board of Directors and other volunteers to plan, set up, work events and clean up afterwards

Have organizational skills.

Have a flexible schedule (usually weekends).

Be physically able to stand or sit for several hours at a time

Be physically able to lift and carry bins filled with literature and merchandise and able to help set up a canopy tent, tables, etc.

Serve as an informational and educational source about LCHS, our policies and procedures and animals available for Adoption and contribute to the positive public image of LCHS

Promote our adoptable animals to find loving forever homes.

PetSmart Store in New Castle - Responsibilities:

Reliable Volunteers are needed to clean the cat cages assigned to LCHS sometime throughout the day or week.

If you are unable to clean on the day assigned, you must call the shelter at 724-654-8520 the day before to get a replacement.

Cleaning usually takes about an hour depending on number of cats there.

This would require a commitment of maybe one day a week, but can be adjusted to your schedule.

Cages must be swept out, disinfected, litter boxes cleaned, food and water bowls washed and filled, room swept. All supplies are provided.

Cats can be let out of their cages one at a time while cleaning each cage.

Socializing and playing with them is a bonus of the job.



**These are copies of the
documents you signed
and gave to the
Lawrence County Humane Society
regarding volunteering.
Keep them for reference.**

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Check Areas of Interest Dogs Cats Both

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Volunteer Signature Date

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I have read the Volunteer Manual and agree to follow and support its contents and acknowledge receipt of a copy of this manual.

Signature

Date

Print Name

Signature of Parent or Legal Guardian, if Volunteer is under 18 years old