



## Volunteer Information

Thank you for your interest in volunteering at Elmore SPCA. We are committed to providing temporary care and shelter for stray, abandoned, and relinquished animals and to find these animals responsible and loving homes. Volunteers are an integral part of this mission. Therefore, please understand that the animals and staff depend on you to be there during your scheduled volunteer service.

Depending on the opportunity you are volunteering for, we ask you to commit at least 2 hours a week, for 6 months. However, please know these hours may vary because each volunteer opportunity has different schedules. For example, if you are volunteering for adoption or fundraising events there may not be weekly needs – other shelter duties though would require a 2 hour weekly time commitment. Volunteering is not weather dependent – our animals need care in rain, snow, and sunshine.

### **APPLICATION PROCESS**

Step 1: Complete a Volunteer Application.

Step 2: You will be contacted within 2 weeks of Elmore receiving your application by a Volunteer Coordinator who will talk to you about the shelter and the volunteer opportunities you are interested in.

Step 3: Attend Volunteer Orientation (mandatory).

Step 4: Complete any training necessary for your volunteer position.

The *Volunteer Application* must be completed in full, signed, and dated. ***Please write legibly.***

The application may be:

- dropped off at the shelter during open hours (Mon-Fri 12pm-4pm, Sat 11am-4pm)  
at 556 Telegraph Road, Peru, NY.
- mailed to Elmore SPCA, PO Box 686, Peru, NY 12972
- scanned and emailed to [cheri@elmorespca.org](mailto:cheri@elmorespca.org)

If you have any questions about the application process, please contact Cheri Reynolds, Volunteer Coordinator at (518) 962-8718 or email her at [cheri@elmorespca.org](mailto:cheri@elmorespca.org)



# Volunteer Application

## **VOLUNTEER INFORMATION**

Date of Application \_\_\_\_\_ Date of Birth \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Name on Badge \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Primary Phone Number (\_\_\_\_) \_\_\_\_\_ Is this: \_\_\_\_home? \_\_\_\_cell? \_\_\_\_work?  
Secondary Phone Number (\_\_\_\_) \_\_\_\_\_ Is this: \_\_\_\_home? \_\_\_\_cell? \_\_\_\_work?  
Email Address: \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Are you applying to volunteer with someone else (case worker, coach, parent/guardian, friend)? Yes\_\_ No\_\_  
If yes, name of co-volunteer \_\_\_\_\_  
**Please note:** all co-volunteers must also submit a completed application and attend orientation with you.  
Have you ever been convicted of a crime? If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

## **EMERGENCY & MEDICAL**

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Primary Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_  
Do you have any Allergies? If yes, please list \_\_\_\_\_  
\_\_\_\_\_  
Do you have any physical disabilities, previous injury, or other limitations that may require accommodation or restrict your volunteer experience? If yes, please list \_\_\_\_\_  
\_\_\_\_\_

## **SKILLS**

Please indicate any general, fundraising, office, computer, mechanical, carpentry or other skills you have.

What volunteer position(s) are you interested in? See attached sheet for description of each position.

\_\_\_\_\_  
\_\_\_\_\_

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### AVAILABILITY

Please circle all time frames you are available to volunteer.

MONDAY	8am-10am	10am-12noon	12noon-2pm	2pm-4pm	evening events
TUESDAY	8am-10am	10am-12noon	12noon-2pm	2pm-4pm	evening events
WEDNESDAY	8am-10am	10am-12noon	12noon-2pm	2pm-4pm	evening events
THURSDAY	8am-10am	10am-12noon	12noon-2pm	2pm-4pm	evening events
FRIDAY	8am-10am	10am-12noon	12noon-2pm	2pm-4pm	evening events
SATURDAY	8am-10am	10am-12noon	12noon-2pm	2pm-4pm	evening events

### REFERENCES

References (Please supply two references who are not family members)

1. Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### ACKNOWLEDGEMENT

I agree to my photograph being utilized for Elmore SPCA publicity, including but not limited to website, Facebook, newsletters, and/or any other publications or newspaper submissions to further Elmore's activities and mission: Yes \_\_\_ No \_\_\_

I, \_\_\_\_\_ understand that by signing this application I am aware:

- That animals are different from human beings,
- That their response to human actions can be unpredictable,
- That though rare, animals can carry diseases that can infect humans,
- That volunteer work at Elmore SPCA or at off-site events can pose a potential risk of serious injury,
- That I volunteer at my own risk.

With this knowledge, I agree to waive any and all rights I or my family may have to make a claim against the Elmore SPCA, Inc., its employees, board members, or officers, arising from any exposures, damages, injury or death I sustain while participating in any of the volunteer activities or duties of the Elmore SPCA. I waive these rights knowingly and voluntarily.

I, \_\_\_\_\_ understand that by signing this application I am aware that I am committing to at least 2 hours a week for 6 months, however, depending on the volunteer position I am assigned my hours may be more or less.

I, \_\_\_\_\_ understand that by signing this Volunteer Application, I am verifying that the above information is true and accurate to my knowledge. I understand that the completion of this application does not guarantee me a volunteer position with Elmore SPCA. That if selected, I am volunteering my services and will not receive any compensation, monetary or otherwise, for said services.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian if under 18 years old

\_\_\_\_\_  
Date



## **VOLUNTEER OPPORTUNITIES**

### **Adoption Days**

Help transport, setup, be a dog handler, customer service, and clean up on adoption days at local stores like PetSmart, Tractor Supply, and Curtis Lumber.

*Qualifications and Special Skills:* Good communication skills, valid driver's license, car, ability to listen and follow directions provided by Adoption Day Leader.

### **Building and Grounds Maintenance**

Work on various projects such as painting and minor carpentry jobs.

*Qualifications and Special Skills:* Carpentry experience is a plus. Attention must be given to safety.

### **Canine Companion** (16 years of age, but must have an 18 year old adult with you at all times)

Spends quality time with a particular dog in a quiet room petting, basic training and socializing the dog. Provides enrichment exercises like tossing a ball, food puzzles, target training, etc.

*Qualifications and Special Skills:* Working knowledge and experience of the proper care of animals and animal behavior is helpful. Ability to work well and communicate effectively with the public and the staff. Ability to follow directions.

### **Clean Team**

Various duties assigned such as sorting newspapers, sweeping, mopping floors, washing windows, washing food dishes, cleaning litter boxes, laundry, washing walls, organizing storage area, sheds, entryway, breaking down of cardboard boxes, etc.

*Qualifications and Special Skills:* Enthusiasm for maintaining a clean environment. Following sanitation protocols is essential to maintain a healthy environment

### **Dog Walker** (16 years of age, but must have an 18 year old adult with you at all times)

#### ***\*Must go thru dog training***

Exercise and socialize dogs to incorporate basic training to improve their adoptability and discourage undesirable behavior.

*Qualifications and Special Skills:* Ability to listen to and follow directions provided by staff. Must be in reasonably physically fit condition to safely handle 80+ lbs dogs. This is not recommended for any persons with previous back injury. An understanding of and adherence to Elmore's policies.

### **Feline Friend**

Assist staff with the general care of cats, such as feeding, watering, grooming, and socializing through hands on interactions, exercise and play. Elmore encourages an enrichment program such as playing with toys, using a disco light, blowing catnip bubbles.

*Qualifications and Special Skills:* Working knowledge and experience of the proper care of animals and animal behavior is helpful but not required. Ability to work well and communicate effectively with the public and the staff.

### **Fundraisers**

Volunteers who enjoy getting out in the community and supporting us with our fundraising events, such as a pottery auction, yard sale, bake sales, chicken BBQ, sports tournaments, street drive, holiday sale fundraiser, etc. Help with set up, break down, registration, customer service, raffle sales, public relations, and other jobs as they pertain to the event. Assist with obtaining donations from businesses. Distribute flyers and posters of events.

*Qualifications and Special Skills:* Super motivated, public speaking skills, people-person, organized, great customer service. Knowledge and understanding of Elmore policies and procedures.

### **Grant Writers**

Grant writers will review grant opportunities for the shelter and apply for grants throughout the year.

*Qualifications and Special Skills:* Experience writing grants or desire to learn.

### **Humane Educators**

Volunteer educators to assist in creating an education outreach program. Create educational material, presentations to schools and community organizations.

*Qualifications and Special Skills:* Public speaking skills, people-person, good with all ages, and organized. Previous teaching and speaking experience is a plus. Knowledge and understanding of Elmore policies and procedures.

### **Information Management**

Help with filing, data entry, record keeping and donation acknowledgments.

*Qualification and Special Skills:* Basic computer skills, and attention to details. The ability to communicate effectively with staff, other volunteers and the general public. Respect of confidentiality.

### **Landscapers**

Volunteer landscapers to assist in flower gardening, weeding, mowing, raking, and maintaining the shelter grounds.

*Qualifications and Special Skills:* Knowledge of plants, how to run a lawn mower, ability to use rake, shovel, and wheelbarrow. Ability to lift 50 lbs.

### **Marketing/Designer**

Assist with Public Relations and marketing tools.

*Qualifications and Special Skills:* Marketing experience, graphic design experience and creative and good writing skills.

### **Phone Assistance**

Voice Mail Retrievals, answer phones, and return calls.

*Qualifications and Special Skills:* Must be organized, have phone, have internet access, good communication skills, and good with all types of people. Knowledge and understanding of Elmore's policies and procedures.

### **Photographers**

Photographers are always needed for shelter pets to be put on PetFinder, Facebook, for newsletters, at Elmore's events, for scrapbooking, etc.

*Qualifications and Special Skills:* Must have camera, photography experience, patience since animals don't sit still for their picture, and creativity.

### **Rescued Treasures** - Elmore's unique thrift store at 37 Clinton Street, Plattsburgh

Volunteers needed to help at the store. Duties may include: open and close the store, operate the cash register, assist customers when needed, accept incoming donations, keep a neat store.

*Qualifications & Special Skills:* Reliable and friendly to all our customers!

### **Snow Removal**

Plow and shovel Elmore's driveway, walkway, and paths to the outdoor kennels.

*Qualifications and Special Skills:* Truck with plow, be able to shovel snow, and be dependable.

### **Transport Driver** (must be at least 21 years of age)

Volunteer transporters will assist taking animals from the shelter to vet appointments, transport dogs from rescues and other shelters to Elmore, and adoption events. Transporters also assist in picking up donations for the shelter.

*Qualifications and Special Skills:* Must provide your own vehicle and proof of car insurance. Valid driver's license is required. Understanding of medical issue to communicate to vet and then to reiterate to Shelter Manager the animals meds and needs. Understanding of how to transport animals safely. Ability to lift 50-100 lbs.