



Winter Break Critter Camp Junior Volunteer Application

Thanks to Education Volunteers, Helen Woodward Animal Center helps both people and animals by educating children about animals. The Junior Volunteer program is both fun and hard work. Volunteers must be mature, dependable, be able to follow directions, work independently, and display introductory leadership and teamwork skills. The most successful volunteers are committed, enthusiastic and experienced with children. Volunteers should have some previous experience working with children and a desire to work with Pre K – 6th grades.

Winter Break Critter Camp will take place for three weeks; Week 1 is December 18th – 22nd; Week 2 is December 26th – 29th (NO CAMP MONDAY, 12/25); Week 3 is January 2nd – 5th (NO CAMP MONDAY, 1/01). Volunteer shifts are from **8:00am-3:30pm each day** so you must be available from 8-3:30pm each day you volunteer. There are also 2 openings from **9:00am-5:00pm**. We cannot accommodate partial volunteer days. This is a smaller camp; therefore, we have more flexibility with scheduling volunteer shifts. It would be great if you are available for a full week of camp but if that is not a possibility, any day(s) you are available is fine.

Applicants must be in 9th – 12th grade as of Fall of 2017 and between the ages of 14 – 17.

It is important to understand that the volunteer's job is working with children (not animals). Volunteers do prep work before and after class, clean up, assist with managing children's behavior, and supervise lunch & play time. Volunteers help the teacher with animal lessons, art, and games. Volunteers will be working around animals but not directly handling them.

Volunteers must fill out the attached application and **return to Laurie Doyle, Volunteer Coordinator**. Applications can be faxed to 858-756-0605, or emailed to Lauried@animalcenter.org. **You are not guaranteed a spot as a volunteer until the application has been received and you have been contacted via email or phone to confirm your assignment.** If you do not receive confirmation within three days of submitting your application, please contact Laurie at 858-756-4117 ext. 370.

We will hold a MANDATORY training session for **NEW volunteers only from 7am – 8am on Monday December 18th (if you are doing week 1); Tuesday, December 26th (if you are doing week 2); Tuesday, January 2nd (if you are doing week 3)** where you will receive a Volunteer T-Shirt. New volunteers MUST come to this training or they will not be permitted to volunteer. Past volunteers may wear the red Critter Camp Volunteer Shirt only. If you do not have one, we will provide you with one.

***This application is for Winter Break Critter Camp only. Summer Critter Camp requires a separate application process. Please see the Center website for Summer Junior Volunteer Applications- www.animalcenter.org, starting in January.**

Laurie Doyle, Volunteer Coordinator
Lauried@animalcenter.org • (858) 756-4117 x370

Helen Woodward Animal Center

Application for Winter Break Camp Education Junior Volunteer

Print CLEARLY in blue or black ink:

Name: _____ Age: _____ Grade: _____

Address: _____ City/Zip: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

JV Email: _____ Parent Email: _____

Past Camp Volunteer? Yes · No · T-shirt (adult sizing): S · M · L · XL ·

Junior Volunteer Orientation (**mandatory** for NEW Critter Camp volunteers only):

- Monday, December 18, 2017 (**FOR WEEK 1 VOLUNTEERS**)
7:00am – 8:00am ** Please be on time **
- Tuesday, December 26, 2017
7:00am – 8:00am ** Please be on time ** (**FOR WEEK 2 VOLUNTEERS**)
- Tuesday, January 2, 2018
7:00am – 8:00am ** Please be on time ** (**FOR WEEK 3 VOLUNTEERS**)

Volunteer Workdays WEEK 1: (You must be available from 8:00am – 3:30pm or 9:00am – 5:00pm for the extended care shift)

- Monday, December 18, 2017
- Tuesday, December 19, 2017
- Wednesday, December 20, 2017
- Thursday, December 21, 2017
- Friday, December 22, 2017

Volunteer Workdays WEEK 2: (You must be available from 8:00am – 3:30pm or 9:00am – 5:00pm for the extended care shift) NO CAMP MONDAY, 12/25

- Tuesday, December 26, 2017
- Wednesday, December 27, 2017
- Thursday, December 28, 2017
- Friday, December 29, 2017

Volunteer Workdays WEEK 3: (You must be available from 8:00am – 3:30pm or 9:00am – 5:00pm for the extended care shift) NO CAMP MONDAY, 1/01

- Tuesday, January 2, 2018
- Wednesday, January 3, 2018
- Thursday, January 4, 2018
- Friday, January 5, 2018

Describe your experience working with children:

What ages are you comfortable working with?

What do you hope to get out of this experience?

Please submit **application** and **release** form to Laurie Doyle, Volunteer Coordinator.

Completed forms can be faxed, mailed, or dropped off in person.

Fax #: 858-756-0605. **Mailing Address:** PO Box 64, Rancho Santa Fe, CA 92067, Attn: Laurie Doyle

2017 Winter Break Junior Volunteer Release Form

Name: _____

Parent or guardian's email: _____

Junior volunteer's email: _____

Address: _____ City _____, Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

For those under 18 years: Age: _____ DOB: _____

Parent/Guardian Name: _____ Phone: (_____) _____

Emergency Contact Name: _____ **Phone:(_____)** _____

- Tetanus Information: I understand that because I or my child (if applicant is under 18) may handle animals, it is important to discuss the tetanus vaccine with my physician. I release Helen Woodward Animal Center from all responsibility that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk. I have read, understand and agree to the above tetanus information.
- In the event of an emergency, I hereby give the Helen Woodward Animal Center permission to seek medical attention for myself or my child (if applicant is under 18).
- I acknowledge that I, as a volunteer of Helen Woodward Animal Center, do not have permission to take photographs or video of any privately owned animals at the Center.
- I give permission for the Helen Woodward Animal Center to photograph me or my child for use in any Center publication, educational, or advertising purposes the Center may designate.
- I acknowledge and understand that as a volunteer of the Helen Woodward Animal Center, I, or my child (if applicant is under 18) am not covered by the Helen Woodward Animal Center's workers compensation or any other insurance policy for any damages or injuries I, or my child, may sustain during volunteer activities.
- **On behalf of myself, my children, my heirs, assignees, guardians, personal and legal representatives and executors, I hereby release, discharge, indemnify and hold harmless Helen Woodward Animal Center, its officers, directors, and employees for any and all claims, demands, losses, costs, liabilities, damages, personal injuries and property damage, connected with me or my child's volunteer services to Helen Woodward Animal Center whether caused directly or indirectly by any negligence (active or passive) attributable to Helen Woodward Animal Center, its officers, directors or employees.**

Volunteer, or if under 18 years, parent or guardian Signature

Date

Considering that many of the positions at HWAC require dealing with animals, serving the public, working outdoors and lifting up to 25 lbs., are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? Yes · No ·

If no, describe the functions that cannot be performed and what accommodations are required:

Please list any medical considerations (allergies, medical conditions, physical limitations, medications, etc.) or any special accommodations we can make to insure a safe and enjoyable volunteer experience.

Have you ever been convicted of a criminal offense? Yes • No •

If yes, please explain. Applicant may omit any convictions for the possession of marijuana that are more than two(2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program (Note: no applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date, circumstances and relevance to the position applied for may, however, be considered.):

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I have read, understand and agree to the above information. I certify that the information provided here is accurate and complete. I authorize reference and employment verification and background checks as necessary for specific positions.

Parent or Guardian Signature _____ Date _____

Volunteer Signature _____ Date _____

Mail to: Laurie Doyle- Volunteer Coordinator, Helen Woodward Animal Center, PO Box 64, Rancho Santa Fe, CA 92067 **Email to:** lauried@animalcenter.org **Fax To:** (858) 756-0605 Attn: Laurie Doyle