



Spring Break 2019 Critter Camp Junior Volunteer Application

March 25th- 29th, April 1st-5th, April 8th-12th, April 15th-19th, April 22nd-26th

Thanks to Education Volunteers, Helen Woodward Animal Center helps both people and animals by educating children about pet responsibility. 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.

Volunteer shifts are from **8:00am-3:30pm, Monday – Friday** and volunteers must be available from 8:00am-3:30pm each day they volunteer. We also have a few **extended care shifts**, which are from **9:00-5:00**. 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 all five camp days. If that is not a possibility, any day(s) you are available is fine, for this camp only. (Summer camp requires a week-long commitment.)

***Applicants must be in 9th – 12th grade as of Fall of 2018 and between 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.** You can get a letter for verification of hours for Community Service – Just e-mail Laurie for it.

Volunteers must fill out the attached application and **return to Laurie Doyle, Volunteer Supervisor**. 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 on each Monday March 25th, April 1st, April 8th, April 15th, and April 22nd from 7am – 8am, where you will receive a Volunteer T-Shirt. You will not be able to volunteer if you do not attend this training.** Past volunteers must wear the red Critter Camp Volunteer Shirt. If you do not have one, we will provide you with one.

***This application is for Spring 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**

Helen Woodward Animal Center

Application for Spring Break 2019 Camp Education Junior Volunteer

Print CLEARLY in blue or black ink:

Name: _____ **Age:** _____ **Grade:** _____

Address: _____ **City/Zip:** _____

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

JV Email: _____ **ParentEmail:** _____

Volunteer Status: New · Returning ·· **T-shirt (adult sizing):** S ··M ··L ··XL

Junior Volunteer Orientation (mandatory for new Critter Camp volunteers):

- Monday, March 25, 2019
7:00am – 8:00am **** Please be on time****
- Monday, April 1, 2019
7:00am – 8:00am **** Please be on time ****
- Monday, April 8, 2019
7:00am – 8:00am **** Please be on time ****
- Monday, April 15, 2019
7:00am – 8:00am **** Please be on time ****
- Monday, April 22, 2019
7:00am – 8:00am **** Please be on time ****

Volunteer Workdays: (You must be available from 8:00am – 3:30pm, or 9:00am-5:00pm for extended care) Please circle each date you want to work.

- | | |
|-----------------------------|----------------------------|
| · Monday, March 25, 2019 | · Thursday, March 28, 2019 |
| · Tuesday, March 26, 2019 | · Friday, March 29, 2019 |
| · Wednesday, March 27, 2019 | |
| | |
| · Monday, April 1, 2019 | · Thursday, April 4, 2019 |
| · Tuesday, April 2, 2019 | · Friday, April 5, 2019 |
| · Wednesday, April 3, 2019 | |
| | |
| · Monday, April 8, 2019 | · Thursday, April 11, 2019 |
| · Tuesday, April 9, 2019 | · Friday, April 12, 2019 |
| · Wednesday, April 10, 2019 | |
| | |
| · Monday, April 15, 2019 | · Thursday, April 18, 2019 |
| · Tuesday, April 16, 2019 | · Friday, April 19, 2019 |
| · Wednesday, April 17, 2019 | |
| | |
| · Monday, April 22, 2019 | · Thursday, April 25, 2019 |
| · Tuesday, April 23, 2019 | · Friday, April 26, 2019 |
| · Wednesday, April 24, 2019 | |

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 Supervisor.
Completed forms can be emailed, faxed, mailed, or dropped off in person. Fax #: 858-756-0605
Mailing Address: PO Box 64, Rancho Santa Fe, CA 92067, Attn: Laurie Doyle

This application is for Spring Break Critter Camp only. Summer Critter Camp is a separate application process that begins in January 2019

2019 Spring Critter Camp 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:(_____)** _____

- Whenever I, participate(s) in the Center's activities, I hereby release, and agree to indemnify, defend and hold harmless the Center, its directors, employees, and volunteers, and its and their heirs, successors, assigns, and personal representatives, from and against liability for any injuries, damages, liabilities, losses, judgments, cost or expenses whatsoever (the "Losses"), which I might suffer or sustain.
- 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.
- I understand that participating in Helen Woodward Animal Center's activities involves the risk of injury to [me] [or] [to my child under 18 years of age], whether [I] [or] [my child under 18 years of age] or someone else causes it. Specific risks vary from one activity to another, and the risks range from minor injuries to major injuries, including catastrophic injuries. In consideration of [my] [or] [my child under 18 years of age] participation in the activities offered by Helen Woodward Animal Center, I, for [myself] [or] [on behalf of my child under 18 years of age] understand and voluntarily accept the risks and agree that Helen Woodward Animal Center, its officers, directors, employees, volunteers, agents and independent contractors, will not be liable for any injury, including without limitation, any personal, bodily or mental injury, any economic loss or any damage to [me] [or] [my child under 18 years of age] resulting from any negligence of Helen Woodward Animal Center or anyone acting on Helen Woodward Animal Center's behalf.
- By signing below, I acknowledge and agree that I have read the statement above, understand the nature of the activities and risks, and agree to the terms.

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

Dress Code

Volunteers are expected to wear clothing appropriate for the nature of our business and the type of work performed. We require appropriate business attire at all times. Clothing should be neat, clean and tasteful. Department managers may issue more specific guidelines.

If your department does not provide a uniform, you must follow these standards:

ACCEPTABLE ATTIRE FOR ALL VOLUNTEERS

1. Red volunteer t-shirts (or plain shirts if you are volunteering for anything besides Critter Camp)
2. Slacks, khakis, and appropriate jeans (i.e., no tears, rips, holes, bleach marks, etc.).
3. "Capri"-style pants (must be mid-calf or longer).
4. Closed-toe shoes required (safety concern).

* Note: Shorts may be worn only by volunteers during the months of July, August and September only. Shorts must be a specific brand (Dickies), style (please see supervisor for details) and color (khaki, navy blue, or black).

PROHIBITED ATTIRE FOR ALL VOLUNTEERS ~ ANY DAY

1. Wrinkled, dirty or ripped clothing and/or shoes.
2. Any shorts more than 1" above the knee.
3. Mini skirts or "skorts".
4. Cargo pants, or pants with fringe, beading, etc. that hangs from the cuffs.
5. Clothing with offensive or political slogans.
6. Midriff-baring shirts. Shirts must not expose the midriff, whether in a standing or sitting position.
7. Exercise attire (sweat pants, bike shorts, lycra or spandex clothing, etc.).
8. "Flip-flop" type sandals.
9. Volunteers are prohibited from wearing open-toed shoes.
10. Hats, baseball caps, bandanas and other head coverings are not appropriate while inside the buildings. Volunteers who work outdoors, wear a head covering for safety purposes while performing their job or have a medical or religious necessity to wear a head covering may obtain approval from their supervisor to do so.
11. Volunteers are permitted to wear earrings (up to two per ear), however may not wear ear "gauges" during hours.
12. Facial piercings (including nose rings, nose studs, eyebrow piercings, lip rings and tongue rings/studs, etc.) or facial jewelry may not be worn while on duty. Only a tiny, clear or flesh colored post may be worn, in order to keep the piercing open. Only clear/flat tongue studs may be worn during working hours.
13. Tattoos must be covered at all times.
14. Staff must maintain moderate hair styles (i.e., no mohawks, dreadlocks, etc.) in natural hair colors or tones. Two-tone hair is not permitted, nor are blocks/chunks of different-colored hair. Unnatural colors such as pink, blue or purple are prohibited. Hair colors must be naturally blended.

Management will make the final decision as to what is appropriate based upon the above guidelines and the particulars of their department. If a volunteer's attire for the day is deemed inappropriate for the particular responsibilities and requirements of their duties, or if the attire presents possible safety

hazards, the immediate supervisor may send the employee home and direct them to return to work in proper attire.