



2019 Summer Critter Camp Junior Volunteer Application Application Deadline is April 26, 2019

Every year, Junior Volunteers make Critter Camp possible. Without the support of these dedicated individuals *our program could not exist*. We depend on a close ratio of campers to teachers and volunteers in order to ensure a safe and fun environment for everyone. Many campers and volunteers return year after year to reconnect with old friends and form new and lasting bonds.

The volunteer program is both fun and hard work. Volunteers should enjoy working with children, be able to demonstrate a respect for animals, serve as a positive role model for campers, and provide dependable, responsible support for staff and campers. Space in the program is limited, unfortunately, and we regret that we are unable to accept every applicant. Please note that **camp volunteers must be entering at least 9th grade in the fall of 2019 and be between the ages of 14-17.**

Important Information

Volunteer Responsibilities: Volunteers act as teacher assistants during our Critter Camp. They perform a variety of duties including set-up and clean-up and participation during crafts and games, helping with animal presentations, assisting with managing children's behavior, and supervising snack and lunch breaks. **It is important to understand that the volunteer's main responsibility is working with children and not the animals.**

Time Requirements: Volunteers are required to work for an entire week. **No partial weeks accepted.** Volunteers can work for more than one week if desired, provided there is room. The volunteer shift is Monday through Friday, 8:00am (please be on time) to 3:30pm. We also have a few extended care shifts available, which are from 9:00am-5:00pm. **We cannot allow late arrivals or leaving early.**

Training Sessions: New and returning volunteers are **required** to attend a training session. **Applicants should select a training date based on the month that they will be volunteering (for example: if you are volunteering at any time in June, select the May training date).** To be consistent in providing a safe and quality camp experience and to be fair to all volunteers, **we will not make exceptions; you may not volunteer without attending this training.**

For 7th and 8th graders, please visit our Summer Critter Camp website at www.animalcenter.org or call (858) 756-4117 x318 for more information.



Application Process

- 1) Complete and return the 2019 Critter Camp Junior Volunteer Application. We can accommodate a limited number of volunteers each week. **Week preferences are granted on a first come, first served basis.** The application and payment deadline is April 26, 2019. Can be emailed, faxed or mailed.
- 2) Scheduling: Please give us **at least three** options of volunteer work week choices. Due to the challenges of scheduling so many volunteers, if you have only one week available, your chance of getting a spot is significantly diminished. Transportation is your responsibility. We consider schedule requests for carpool reasons, but there are no guarantees. Friends are not placed in the same class.
- 3) **New volunteers** must complete these questions on a separate sheet of paper (One paragraph each):
Question 1. What do you hope to get out of this experience? **Question 2.** Why should we select you?
- 4) **New and old volunteers** must complete this additional question if possible (new volunteers can include this answer on the same sheet of paper as the two questions above): How did you hear about this volunteer opportunity? Please be as specific as possible! (i.e. school, word of mouth, volunteer site)
- 5) Include **\$35** application fee for NEW volunteers and/or **\$28** for RETURNING volunteers. This payment is non-refundable.
- 6) We will email you to verify that we have received your application. If you do not receive a confirmation within two weeks of sending your application, email lauried@animalcenter.org to inquire. Please be sure to add animalcenter.org to your allowed email lists so it doesn't end up in your SPAM folder.
- 7) **Training Sessions and Week Assignments:** Training is required for all volunteers, including returning volunteers. You will receive an email with your training session and work week assignment by **May 6. If you do not receive these assignments by May 6, email lauried@animalcenter.org to inquire. Your volunteer assignment will be cancelled if you do not attend a training session.**

Check List for All Applicants: All items on checklist must be completed in order to process your application.

- Completed Application** (2 pages)
- Application Fee Included.** Application fee for NEW volunteers is **\$35** and/or **\$28** for RETURNING volunteers.
- New Volunteer Essay**
- Applicants must be entering at least 9th grade by Fall 2019**
- Mail to:**
Laurie Doyle, Volunteer Services Supervisor
Helen Woodward Animal Center
P.O. Box 64
Rancho Santa Fe, CA 92067 **Email to:** lauried@animalcenter.org **Fax:** (858) 756-0605 x370

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	For internal use only				
Rec'd:	Entered:	Acct. Copy:	Confirmation:	Interview:	Training/Assignment:

Name: _____ **Age:** _____ **DOB:** _____
Email Address (JV): _____ **Grade in Fall of 2019:** _____
Email Address (Parent): _____
Home Phone: (_____) _____ **Cell Phone:** (_____) _____

Payment method: • \$35 New Applicants • \$28 Returning Applicants

Credit Card # (Visa/MC/AmEx/Discover): _____ **Expiration date:** _____

Name as it appears on the card: _____ **Signature:** _____

Billing Zip Code: _____

Check (Please make checks payable to HWAC and mail with application) **Check number** _____

Cash amount enclosed \$ _____ **T-shirt (adult sizing):** S • M • L • XL

Mandatory Training Sessions- All Applicants (Please mark 1st and 2nd choice based on what month you will be volunteering in)

All applicants will be notified of their acceptance, training date, and work week by **May 6**. Be sure to check your email for this information. **For safety reasons, this training is mandatory. Your assignment will be cancelled if you do not attend.**

<u>Returning Applicants Only</u>	<u>New Applicants Only</u>
<input type="checkbox"/> May 18 (Sat)-For returning June volunteers 10:00 – 10:30 am	<input type="checkbox"/> May 18 (Sat)- For new June volunteers 11:00 am – 12:30 pm
<input type="checkbox"/> May 19 (Sun)- For returning June volunteers 10:00 – 10:30 am	<input type="checkbox"/> May 19 (Sun)- For new June volunteers 11:00 am – 12:30 pm
<input type="checkbox"/> June 22 (Sat)- For returning July volunteers or ones that are helping the last week of June 10:00 – 10:30 am	<input type="checkbox"/> June 22 (Sat)- For new July volunteers or ones that are helping the last week of June 11:00 am – 12:30 pm
<input type="checkbox"/> June 23 (Sun)- For returning July volunteers or ones that are helping the last week of June 10:00 – 10:30 am	<input type="checkbox"/> June 23 (Sun)- For new July volunteers or ones that are helping the last week of June 11:00 am – 12:30 pm
<input type="checkbox"/> July 20 (Sat)- For returning Aug volunteers or ones that are helping the last week of July 10:00 – 10:30 am	<input type="checkbox"/> July 20 (Sat)- For new Aug volunteers or ones that are helping the last week of July 11:00 am – 12:30 pm
<input type="checkbox"/> July 21 (Sun)- For returning Aug volunteers or ones that are helping with the last week of July 10:00-10:30 am	<input type="checkbox"/> July 21 (Sun)- For new Aug volunteers or ones that are helping with the last week of July 11:00 am-12:30 pm

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Summer Session Volunteer Workweeks 2019- All Applicants

- Please select multiple available weeks in order of preference (1,2,3,4.) • You must be available the entire week:
Mon – Fri. 8:00am-3:30pm or extended care, **9:00am-5:00pm (only need a few for this shift)**

<input type="checkbox"/>	Week 1	June 10 - 14	<input type="checkbox"/>	Week 7	July 22 – 26
<input type="checkbox"/>	Week 2	June 17 - 21	<input type="checkbox"/>	Week 8	July 29 – August 2
<input type="checkbox"/>	Week 3	June 24 - 28	<input type="checkbox"/>	Week 9	August 5 – 9
<input type="checkbox"/>	Week 4	July 1 – 5 (closed for 4 th of July)	<input type="checkbox"/>	Week 10	August 12 – 16
<input type="checkbox"/>	Week 5	July 8 - 12	<input type="checkbox"/>	Week 11	August 19 – 23
<input type="checkbox"/>	Week 6	July 15 - 19	<input type="checkbox"/>	Week 12	August 26 –30

***If you do not receive your training and week assignments by May 6, email lauried@animalcenter.org to inquire.**

Please print clearly:

Name: _____

Junior Volunteer's email: _____

Parent or guardian'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

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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.): _____

(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.)

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. All adult and junior volunteers: Please sign and return before starting volunteer activities.

Parent or Guardian Signature _____ Date _____

Volunteer Signature _____ Date _____

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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.

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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.