

Helen Woodward Animal Center – Education Junior Volunteer Application



Summer Critter Camp 2021 Application Deadline is April 26, 2021

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 PreK – 6th grades.

It is important to understand that the **volunteer's job is working with children, not animals**. Volunteers will be working around animals, but not directly handling them. 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, crafts, and games.

COVID-19 policies must be followed by staff, volunteers, and campers

- We check and record temperatures each morning, check in with a staff member to be temped.
- Masks are required and must be worn at all times, unless you are eating or drinking.
- We will maintain 6 ft. distance whenever possible.
- Please stay home if you or anyone in your household has a fever or displays symptoms like coughing, sore throat or headache.
- Wash hands for 20 seconds before eating.
- Use hand sanitizer before and after touching shared items, including animal carriers.

Hours

- Volunteer shifts are **8:00am-3:30pm Monday-Friday**
- Some extended care shifts from **9:00am-5:00pm Monday-Friday**

Volunteers must be available the entire shift each day, partial shifts are not possible, and volunteers are **required** to work for an entire week. Volunteers can work for more than one week if desired, provided there is room. After volunteering you can contact Laurie about a letter for verification of Community Service hours.

Requirements

- Applicants must be in 9th–12th grade as of Fall of 2021 and between ages of 14-17
 - 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.

Mandatory training session for new and returning volunteers. To be consistent in providing a safe and quality camp experience and to be fair to all volunteers, we will not make exceptions. **Failure to attend this training means you will NOT be able to volunteer.**

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). During your training new volunteers will receive their volunteer T-shirt. If returning volunteers need one, we will provide it.

Application Process

1. Complete and return the attached application. Due to Covid restrictions, we can only accommodate a **very limited** number of volunteers each week. Week preferences are granted on a first come, first served basis. Can be emailed, faxed, or mailed (details below).
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

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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 JV volunteers** must complete questionnaire at end of application. Please submit with application.
4. **New and returning volunteers** please let us know: How did you hear about this volunteer opportunity?
Please be as specific as possible! (school, friend, organization, website, etc) – thanks!
5. Fees: New volunteers and returning volunteers have different fees (cost detailed below). This payment is non-refundable. This covers processing, administrative work and the new volunteer T-shirt.
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 add animalcenter.org to your allowed email lists so it doesn't end up in your spam folder.
7. Training is required for all volunteers, including returning volunteers. You will receive an email with your training session and work week assignment by May 3. If you do not receive these assignments by then, email Laurie 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**
- ☐ **Application fee included.**
- ☐ **New JV Questionnaire**
- ☐ **Applicants must be entering at least 9th grade by Fall 2021**
- ☐ **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

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

Name: _____ **Age:** _____ **DOB:** _____ **Email**

Address (JV): _____ **Grade in Fall of 2021:** _____

Email Address (Parent) _____

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

Payment method (circle one): **- \$39 New applicants** **- \$32 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

Helen Woodward Animal Center – Education Junior Volunteer Application



Mandatory training sessions – all applicants please mark 1st and 2nd choice based on what month you will be volunteering in. For safety reasons, your assignment will be cancelled if you do not attend.

All applicants will be notified of their acceptance, training date, and work week by **May 3**. Be sure to check your email for this information.

<u>Returning applicants only</u>		<u>New applicants only</u>	
<input type="checkbox"/> Saturday May 22	10:00–10:30am	<input type="checkbox"/> Saturday May 22	11:00am–12:30pm
returning June volunteers		new June volunteers	
<input type="checkbox"/> Sunday May 23	10:00–10:30am	<input type="checkbox"/> Sunday May 23	11:00am–12:30pm
returning June volunteers		new June volunteers	
<input type="checkbox"/> Saturday June 26	10:00–10:30am	<input type="checkbox"/> Saturday June 26	11:00am–12:30pm
returning July volunteers or ones that are helping the last week of June		new July volunteers or ones that are helping the last week of June	
<input type="checkbox"/> Sunday June 27	10:00–10:30am	<input type="checkbox"/> Sunday June 27	11:00am–12:30pm
returning July volunteers or ones that are helping the last week of June		new July volunteers or ones that are helping the last week of June	
<input type="checkbox"/> Saturday July 24	10:00–10:30am	<input type="checkbox"/> Saturday July 24	11:00am–12:30pm
returning Aug volunteers or ones that are helping the last week of July		new Aug volunteers or ones that are helping the last week of July	
<input type="checkbox"/> Sunday July 25	10:00–10:30am	<input type="checkbox"/> Sunday July 25	11:00am–12:30pm
returning Aug volunteers or ones that are helping with the last week of July		new Aug volunteers or ones that are helping with the last week of July	

Summer camp 2021 volunteer work weeks – all applicants

Please select multiple available weeks in order of preference (1,2,3,4).

You must be available the entire week, **Monday – Friday 8:00am–3:30pm** or, **extended care shift 9:00am–5:00pm** (only need a few for extended care shift)

<input type="checkbox"/>	Week 1	June 7 – 11
<input type="checkbox"/>	Week 2	June 14 – 18
<input type="checkbox"/>	Week 3	June 21 – 25
<input type="checkbox"/>	Week 4	June 28 – July 2
<input type="checkbox"/>	Week 5	July 6 – 9 (closed on July 5th)
<input type="checkbox"/>	Week 6	July 12 – 16
<input type="checkbox"/>	Week 7	July 19 – 23
<input type="checkbox"/>	Week 8	July 26 – 30
<input type="checkbox"/>	Week 9	August 2 – 6
<input type="checkbox"/>	Week 10	August 9 – 13
<input type="checkbox"/>	Week 11	August 16 – 20
<input type="checkbox"/>	Week 12	August 23 – 27

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Summer Critter Camp 2021 – Education Junior Volunteer Release Form

Name: _____

Parent/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.
- **I acknowledge and agree to the COVID-19 policies listed above on Page 1.**
- **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 Supervisor, 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