

# Helen Woodward Animal Center – Education Junior Volunteer Application



## MLK Critter Camp 2022 | January 17<sup>th</sup> (1 day only)

**This application is for MLK Critter Camp only.** Summer Critter Camp requires a separate application process. Please see the Center website for Summer Junior Volunteer Applications at [www.animalcenter.org](http://www.animalcenter.org)

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 – 6<sup>th</sup> 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

- Masks are required and must be worn at all times when indoors, unless you are actively eating or drinking. May be taken off outdoors when socially distanced.
- 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**
- Some extended care shifts from **9:00am-5:00pm Monday**

Volunteers must be available the entire shift each day, partial shifts are not possible. It is best if you are available all 3 camp days in a week, but if that isn't possible then any day(s) you are available works for this camp (be advised Summer camp requires a week-long commitment). After volunteering you can contact the volunteer supervisor about a letter for verification of Community Service hours.

### **Requirements**

- Applicants must be in 9<sup>th</sup>–12<sup>th</sup> grade as of Fall of 2021 and between ages of 14-17
- Fill out the attached application and return it to the Volunteer Supervisor, Marlene Martinez
- Applications can be emailed to [MarleneM@animalcenter.org](mailto:MarleneM@animalcenter.org) or faxed to 858-756-0605

**You are only guaranteed a spot as a volunteer when your application has been received and you've been contacted via email/phone to confirm your assignment.** If you don't receive confirmation within 3 days of submitting your application, please call Marlene 858-756-4117 ext. 370.

**Mandatory training session for NEW camp volunteers** occur 11:00am-12:30pm on the Sunday before the week of camp you are assigned; at that time you will receive a volunteer T-Shirt. **Failure to attend this training means you will NOT be able to volunteer.**

Past camp volunteers must wear the red Critter Camp Volunteer Shirt. If you do not have one, we will provide you with one.

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MLK Critter Camp 2022

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**):

11:00am–12:30pm \*Please be on time\*

Sunday, January 16, 2022

Volunteer Workdays: (You must be available from 8:00am–3:30pm, or extended care 9:00am–5:00pm)

Monday, January 17, 2022

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 Volunteer Supervisor, Marlene Martinez. **Mail to:** Marlene Martinez- Volunteer Supervisor, Helen Woodward Animal Center, PO Box 64, Rancho Santa Fe, CA 92067 • **Email to:** [MarleneM@animalcenter.org](mailto:MarleneM@animalcenter.org) • **Fax To:** (858) 756-0605 Attn: Marlene Martinez

**Helen Woodward Animal Center – Education Junior Volunteer Application**  
**MLK Critter Camp 2022 – 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.):

\_\_\_\_\_  
(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.**

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please submit application **and** release form to Volunteer Supervisor, Marlene Martinez. **Mail to:** Marlene Martinez - Volunteer Supervisor, Helen Woodward Animal Center, PO Box 64, Rancho Santa Fe, CA 92067 • **Email to:** [MarleneM@animalcenter.org](mailto:MarleneM@animalcenter.org) • **Fax To:** (858) 756-0605 Attn: Marlene Martinez