



Volunteer Application Packet
Portage County Dog Warden Office and Shelter
8120 Infirmary Rd. Ravenna, Oh 44266
(330) 297-6924

Thank for your interest in joining Portage County Dog Shelter's volunteer program!
This packet is the first step towards becoming a Portage County Dog Shelter Volunteer!

Enclosed in this packet you will find two things.

1. Volunteer job descriptions. Please read through these so you have a good idea of what each opportunity involves. This will help you choose your volunteer interests.
2. Portage County Dog Shelter volunteer application. Please fill this out and drop it off at our office or mail it to us at:

Portage County Dog Warden Office and Shelter
ATTN: Volunteer Program
8120 Infirmary Rd.
Ravenna, Oh 44266

After we receive your application you can stop in anytime during open hours, and we will get you started.

Please be sure that your application is filled out in its entirety. Some of the things we ask in our application are required by the County of Portage in order to be a volunteer at our shelter. An incomplete application can not be accepted and we certainly don't want to turn anyone away.

We need volunteers!

Volunteer Process:
Complete a volunteer application
On the job training

Portage County Dog Warden Office and Shelter & Warden's Office
8120 Infirmary Rd.
Ravenna, OH 44266
330-297-6924- Phone
330-298-2053- Fax

Today's Date _____
Status _____
Shift _____

Adult Volunteer Application (14 years or older)

Thank you for your interest in volunteering at the Portage County Dog Warden's Office and Shelter. Please fill out this form completely.

Name (Please print clearly) _____ Email _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Employer _____ Cell Phone _____

Emergency Contact _____ Phone _____ Relationship _____

I am at least 14 years old or older: _____ Yes _____ No

Do you have a valid driver's license? Y / N if yes: DL # _____

Do you have automobile liability insurance? Y / N If yes, is it current? Please attach a copy of insurance card

Volunteer Interests

Dog Care-position

Foster Care-care for special needs animal in your home

Special Events-help out at adoption and fundraising events

Cleaning-Help with general cleaning with cages etc

Availability (Please circle all that apply)

Monday --- **Tue** ----- **Wednesday** --- **Thursday** ----- **Friday** ----- **Saturday**

9:00am 9:00am 9:00am 9:00am 9:00am 9:00am
to to to to to to
3:00pm 3:00pm 3:00pm 3:00pm 3:00pm 11:30 Noon

Other Hours

to

Have you ever been convicted of a crime? ____ Yes ____ No

Reference: Name _____ Phone# _____

Please list any special skills or interests that you would like to share as a volunteer. _____

Please list any medical conditions that we need to be aware of while you are volunteering.

Volunteer Waivers

Portage County Dog Warden's Office and Shelter Tetanus Waiver

TETANUS is a bacterial disease that affects the nervous system. It is contracted through a cut or a wound that becomes contaminated with tetanus bacteria. A Tb booster is recommended every 10 years. If you experience any break in the skin, (Cut, scratch, bite, etc.) You must immediately report the incident to your health care provider. We strongly recommend that you be vaccinated against tetanus and to consult your physician concerning the risks of tetanus:

I understand the risk of tetanus associated with PCDWO&S's volunteer program: (Initial) _____

Portage County Dog Warden's Office and Shelter (PCDWO&S's) Liability Waiver

I certify that the information in this application is correct to the best of my knowledge, and understand that falsification of the application may be grounds for disqualification or dismissal as a volunteer. I authorize investigation of any and/or all statements made in this application and authorize verification of the reference listed. If accepted as a volunteer, I agree to comply with the volunteer program policies and procedures. I understand that while Portage County Commissioners hold policies of insurance pertaining to bodily injury and to liability arising out of certain wrongful or negligent acts or omissions by employees and volunteers, there exist circumstances in which I would not be covered by Portage County insurance and may be personally liable. I agree to release, employees, agents, families, home residents, and any other volunteer from damages, claims of injury, to property or person arising out of wrongful or negligent acts or omissions.

I do hereby declare myself physically able to participate in the volunteer activities for which I have applied. I am fully aware that there are physical risks inherent in the care of animals and related activities performed by the PCDWO&S. In consideration of being permitted by PCDWO&S to participate in volunteer activities, both at the shelter and off site events

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and PCDWO&S. I authorize PCDWO&S to verify the information by any reasonable means if they deem necessary.

Volunteer Signature _____ Date _____

Signature of Guardian (if under 18) _____ Date _____

Print Name: _____

If the undersigned is under 18 years of age, signature of a parent or guardian is required.

Volunteer Job Descriptions

Dog Care Volunteer

Position Description

Dog care Volunteers provide exercise and socialization to our beloved canines. Volunteers must be tolerant of loud noises. This position requires repetitious bending, kneeling, walking, light lifting, and the ability to withstand leash pulling and strenuous upper body movements, as well as exposure to fecal matter and zoonotic diseases. Dog care volunteers need to be able to withstand the weather elements. We walk our dogs almost 365 days a year, rain, shine, sleet, snow.

Duties and Responsibilities

- Provide exercise and physical stimulation for shelter dogs
- Monitor health and behavior
- Provide love, comfort, care, and socialization for shelter dogs
- Enrich the shelter environment with approved toys and treats
- Teach and reinforce basic obedience commands via approved shelter training methods
- And philosophy, and reward good behavior.
- Represent the PCDWO&S with pride and support the shelter's mission

Time Commitment

There are 3 designated time periods they can choose from.

Monday – Friday 9:00am-11:30am and 12:30pm-3:00pm

Saturday-- 9:00am-11:30 am

Volunteer Process

- Complete a volunteer application
- Attend a tour of the building and meet the staff

Special Events Volunteer

Position Description

Represent the **PCDWO&S** in a professional manner at locations outside of the shelter such as Doxie Picnic, the Randolph Fair, and local farmer's markets. Special events volunteers play a vital role in our volunteer program because they educate the public about our shelter.

Duties and Responsibilities

- Drive (personal vehicle) to various locations around the shelter with a dog to represent the **PCDWO&S** in a positive and professional manner
- Answer questions from the public about our organization
- Perform on-site adoptions
- Promote **PCDWO&S** programs and services

Time Commitment

We do not require a minimum number of hours for Special Event volunteers nor is there a regular schedule. Most events do occur on the weekend days so they must be available on some Saturday's and/or Sundays.

The volunteer coordinator emails all volunteers about upcoming events and they commit to these days as they are available.

Foster Homes

Occasionally, we will receive dogs that have medical problems such as heartworm or will undergo surgery in which the dog would be better off in a foster home. If this is something you would be interested in, check the box on the application and if a case should arrive, we will contact you.

Cleaning

Our staff is always trying to keep up with regular cleaning whether it's in our kennels or in our office areas. Sometimes we don't always have time to keep our shelter in the best of shape for the public. We can always use help in this area. It would require basic vacuuming, mopping, wiping down windows, etc.