



Volunteer Opportunities

At the Florida East Coast Humane Society, one of our most important resources is our volunteers. Without our volunteers, we could not do as much as we are now able to do! We are in great need of new volunteers to help us carry on our important mission. If you love animals, especially dogs and/or cats; then our shelter is the perfect place for you to serve your community. Don't worry if you are inexperienced. We have orientations and on-the-job training!

Anyone interested in volunteering must attend orientation prior to working at the shelter. The Orientation schedule will be posted on the Announcement Board in the shelter lobby. Please RSVP prior to orientation scheduling.

Our volunteers usually pick a regular shift that they can adhere to consistently. **In order to volunteer, you must be at least 16 years of age and be able to commit to volunteering for at least 4 to 6 months.** *Minors between the ages of 12-15 can volunteer with a parent or adult guardian present.* We have many parent-child teams that volunteer at the shelter, as it is a rewarding way to spend family time.

How to Volunteer

1. Pick up a volunteer application from the shelter or download a copy from our web site www.fechs.org.
2. Complete and return the application to the F.E.C.H.S. *(Signed by parents or guardian for minors.)*
3. You will be contacted by the Volunteer Coordinator, Marc Bellefontaine to arrange for a one-on-one meeting/interview.
4. If accepted for the volunteer program;
 - a. Have Liability Waiver signed and notarized
 - b. Sign Volunteer Agreement.
(You will receive the Liability Waiver and Volunteer Agreement at the one-on-one meeting/interview)
5. Attend Volunteer Orientation Session.
(Return the Liability Waiver and Volunteer Agreement at or before the Orientation.)
6. Schedule Initial Training session with Volunteer Coordinator within 1-2 weeks of orientation (this is often in a small group setting).

**1665 Old Moultrie Road
St. Augustine, FL 32084
904-829-2737**

Volunteer Positions and Areas of Interest

We would like to know which of the following volunteer positions are of the greatest interest to you at this time. Each position is determined by volunteer's ability, availability, and level of training. Please mark three volunteering choices that you think you would be successful at. Please label them one to three in order of priority; one being your first choice.

Volunteer Service Descriptions

LEVEL I

- a. Animal Care (Cats and/or Dogs): basic cleanup, love and care, wash dishes and food preparation for cats and/or dogs.
- b. Critter Care (non-dog and cats): basic cleanup, love and care, wash dishes, and food preparation for animals.
- c. Digital Photographer: take photos of our wonderful animals; choose which ones will be appropriate for our publications, and think of catchy captions to fit with the photos.
- d. Dog Walker: provide shelter dogs with daily exercise, release stress, learn basic commands and leash training.
- e. Dog Washer bathe, groom and make sure our four legged friends are looking their best.
- f. Greeter/Front Office Assistant: help answer phones, assist front office staff with various needs, including: retrieving crates for incoming animals, helping owners seeking lost pets with lost pet applications, and wish book applications.
- g. Special Events Volunteer: bring animals to weekly off-site events, help set up, man, and break down booths.
- h. Thrift Store Volunteer: Help customers find desired items, work the register stocking/organizing, put away and organize donations, keep the store clean, and create interesting displays.

LEVEL II – Advanced Training (Volunteers need to complete 40 volunteer hours in 3 months to be eligible for Level II)

- a. Volunteer Assistant: Assist Volunteer Coordinator with Volunteer Orientation, volunteer events, and assist volunteers at the shelter
- b. Vet Tech (program under development/not available at this time): Assist with walking post-surgery dogs, cleaning kennels, cutting surgery drapes, helping with laundry and grooming animals as they recover. Must be proficient in shelter animal safety.
- c. Matchmakers: Assist potential adopters as they enter the shelter, give them a tour and help them identify their questions and concerns.

Volunteer Application

For Office Use Only:	
_____	Application
_____	Interview Date
_____	Orientation Date
_____	Start Date
_____	Volunteer Shirt Size
_____	Level I Training
_____	Level II Training

Name: _____

Please check one: ___ Adult ___ Minor (under 18)

Date of Birth: _____ (month/day/year)

Address: _____ City/ST/Zip _____

Phone: _____ (Home/Evening) _____ (Work/Day) _____ (Cell)

Email: _____ Place of Employment or School: _____

Name of Physician: _____ Phone: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Personal Reference: _____ Relationship: _____ Phone: _____

Please tell us about yourself and why you wish to volunteer at our shelter: _____

List any previous experience with animals: _____

List previous volunteer work: _____

How did you hear about Florida East Coast Humane Society's Volunteer Program?

___TV ___Website ___Employee ___Volunteer ___While visiting FECHS

Other _____

Do you require any special accommodations, if so please specify? _____

Do you have a vehicle that you would be willing to use for FECHS purposes? _____

Minors under 18 years of age please have your consenting parent or guardian complete the following:

*~I hereby give permission for my son / daughter / ward _____
 to volunteer for the Florida East Coast Humane Society.*

Signed, _____ Date _____

Parent or Guardian Name: _____
(Last) (First)

Address (if different than above): _____

Phone(s): _____ Email: _____

Availability

What days during the week are you available to volunteer? Please note specific days and times below:
(Note: this does not obligate you to work days marked, it's just for us to know when to call you.)

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am						----	----
8:00 am						----	----
9:00 am							
10:00 am							
11:00 am							
Noon							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm						----	----

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has == Margaret Mead

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Volunteer Agreement

As a volunteer with the Florida East Coast Humane Society, I agree:

1. To abide by the rules and regulations, policies and procedures, and guidelines currently in force.
2. To become a public advocate of the shelter, and present a positive and professional public image for the shelter.
3. To follow the training procedures as outlined in the orientation, and not to perform any jobs I have not been trained for.
4. I agree to have photographs taken. I understand that they may be used by the Florida East Coast Humane Society to promote its work or in any way to advance its purpose. I agree to extend an irrevocable license to the Florida East Coast Humane Society from liabilities associated with such use.
5. To set a schedule and try to abide by that schedule, understanding that my assistance is vital to the day-to-day operations of the shelter, and that, if I have been scheduled, staff members rely on my assistance. If I cannot come in when scheduled, I will either arrange in advance with the Volunteer Coordinator; or, if sickness or emergency, call the front desk to let them know I will not be coming in. If I have to cancel three times in 2 months, I understand that I will be taken off the volunteer schedule.
6. To sign in and out to record my hours, wear my volunteer badge and identify myself to staff, other volunteers, and especially customers and visitors.
7. To adhere to privacy rules regarding animals, and not to discuss the status of any animals that are not in the adoption kennels with staff; but will instead address any concerns to Operations Manager or Volunteer Coordinator. This is to protect staff from having to discuss difficult decisions they may have had to make.
8. If I am disturbed about something, have a complaint or concern, I will address these concerns with the following shelter administrators:

Volunteer/Foster Program/Special Events: Marc Bellefontaine, Volunteer Coordinator
Day-to-day Shelter Operations: Brandi Fisher, Shelter Manager
Questions about Shelter Operations: Cindy Bishop, Executive Director

If you have any questions, please speak to Volunteer Coordinator first.

9. If I have a suggestion for improvement, I will put the idea in writing in the form of a proposal addressed to the Executive Director. Then I will set an appointment with the Volunteer Coordinator to discuss the idea so that it can present it to the Executive Director. I understand that I am strongly encouraged to participate in shelter improvement programs.

Signature _____ Date _____



RELEASE OF CLAIM FOR INJURY AND/OR ILLNESS

I, _____, residing at _____ hereby remise, release and forever discharge the Florida East Coast Humane Society, their successors and assigns of and from any and all claims and demands of whatsoever nature and kind, action, suits, sums of money, agreements, promises in law or in equity, against the Florida East Coast Humane Society, now have or which my heirs, executors or administrators hereinafter can, shall or may have for upon or by reason of any matter, cause or thing whatsoever, howsoever and whatsoever arising, and particularly but without limiting the generality of the foregoing, for all losses, illnesses, injuries or damages arising from any injuries and/or illnesses known or unknown to me and allegedly sustained and/or contracted while volunteering my time at the Florida East Coast Humane Society. The consideration for this agreement is the mutual benefits and promises of the parties. All parties admit the adequacy of the consideration for this agreement to this release. This release contains all the agreements between the parties. This is a general release and is in full and complete settlement of and from all debts, suits, causes of action, claims, and deeds whatsoever, whether arising in contract or tort.

Please sign here _____

Before me personally appeared, _____, to me known to be the person/persons described in and who executed the foregoing instrument (or proved to me on the basis of satisfactory evidence), and acknowledged that the volunteer/volunteers executed the same as their free act and deed for the purposes therein contained.

Witness my hand and official seal this _____ day of _____, 2008.

NOTARY PUBLIC