



OREGON COAST HUMANE SOCIETY
2840 Rhododendron Drive, Florence, OR 97439 (541) 997-4277
Volunteer Application*

Name _____ Phone # _____

Address _____
Street Address City State Zip

Mailing Address, if different than above _____

E-Mail _____ Date of Birth _____
Required if under 18 years old

How did you hear about us? Did a volunteer refer you? _____

Prior volunteer and/or work experiences? _____

Whom to contact in case of emergency _____

What area(s) are you interested in volunteering? Dogs Cats Clinics
 Office/Admin Thrift Store Maintenance/Landscaping Fundraising

Schedule Preferences? (please circle all that applies) Mornings Afternoons Evenings
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

As a volunteer for Oregon Coast Humane Society (OCHS), I understand that I will serve at the discretion of OCHS and must comply with the appropriate rules, regulations, policies and procedures of OCHS. I agree to attend orientation & training in order to successfully perform my volunteer duties. Furthermore, I understand that, as a volunteer I will not receive any compensation nor benefits. I also agree to hold OCHS harmless in all matters relating to my volunteer services, including but not limited to, personal injury.

Volunteer Signature

Date

Guardian Signature, if Volunteer is under 18 years old

*: Volunteers under the age of sixteen (16) must be accompanied by an adult

OREGON COAST HUMANE SOCIETY VOLUNTEER AGREEMENT AND WAIVER

I, _____, agree to accept a position as a volunteer for the Oregon Coast Humane Society, Inc. (OCHS). I understand that, as a volunteer, I am providing generous and charitable services voluntarily to the OCHS. I agree to the following:

AGREEMENT

I understand that the OCHS expects high standards of moral, ethical, and humane treatment of the animals under its care. I agree to treat all animals, people, and property at the Oregon Coast Humane Society with respect.

I acknowledge that my services are provided strictly in a voluntary capacity and without any express or implied promise of salary, compensation, or other payment of any kind whatsoever. I acknowledge that my services are furnished without any employment-type benefits, including but not limited to, employment insurance programs, worker's compensation accrual in any form, vacation or sick time.

I agree to familiarize myself and comply with the OCHS's volunteer policies and procedures. I agree to abide by instructions from the Volunteer Coordinator and staff. I agree to honor the laws, rules, and regulations of the OCHS.

I agree to strive to commit to volunteering a minimum of eight (8) hours per month. When I commit to a volunteer shift, I agree to be on time for my shift, and will sign in and out for my shift on the volunteer log. I understand that if I have no reported volunteer hours for six (6) months, my active status as a volunteer may be removed unless I have made other arrangements in advance with the Volunteer Coordinator.

I understand that public relations is an important part of volunteering and give permission for the OCHS to use any photographs taken of me for use in public relations efforts.

I understand that, as a volunteer, I may gain access to property owned by the OCHS, including intellectual property and confidential information. I agree to refrain from misuse or conversion of such property, and further agree to refrain from disclosing any confidential or private information.

Volunteers under the age of 16 are required to be accompanied by a parent or guardian while on duty volunteering.

I agree to refrain from using foul or abusive language, as well as harassing behaviors, while performing my duties as a volunteer. I agree to refrain from using alcohol or illegal drugs while performing my duties as a volunteer. I understand that such activities may result in loss of volunteer privileges or dismissal as a volunteer.

I acknowledge that the OCHS retains the right to terminate my volunteer involvement at any time.

WAIVER

I, on behalf of Myself, my Personal Representative, Assigns, Heirs, and Next of Kin, do hereby release, hold harmless and indemnify the Oregon Coast Humane Society, Inc, its Employees, Directors, Officers, Members, and Volunteers, from any and all liability, demands, claims, and causes of action arising out of or related to any loss, property damage, or personal injury that may be sustained by me or any property belonging to me which may occur while acting as a volunteer.

I acknowledge that I may be working with and around animals and that animal behavior is not entirely predictable, and accidents and injuries, including bites and scratches, may occur. I expressly assume any and all risks to which I may be exposed to associated with said activities.

I acknowledge that the areas in which I may be working will be wet, slippery, or icy and that there is a danger of slipping, falling, or otherwise injuring myself. I understand this and agree to not hold Oregon Coast Humane Society, Inc. responsible for any resulting injuries.

Volunteer Name

Signature

Date

PARENT/LEGAL GUARDIAN AGREEMENT FOR VOLUNTEER UNDER AGE 18

As the parent or legal guardian of the below named Volunteer, I give my full consent to allow my child or ward to volunteer for services to the Oregon Coast Humane Society, Inc. and its agents as described in the above Volunteer Agreement.

If the below named Volunteer is under the age of 16, I agree to accompany him or her at all times during the volunteer services period. This means that I agree to become an OCHS Volunteer.

Youth Volunteer Name

Youth Volunteer Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Volunteer Opportunities

We have a need for volunteers in various service areas, roles and times. Please read the below descriptions which describes the shift and activity level to see if it's a match for you. Once a match has been made that's beneficial for all, the volunteer will be placed in the appropriate service, and hands-on training and observation will be conducted.

DOGS

- ❖ Shelter Volunteers assist with cleaning dog kennel areas, cleaning exercise yards and trails, cleaning food bowls, and/or assisting with laundry. Volunteers must be comfortable being exposed to animal bodily fluids and cleaning solutions.
Shifts are daily, 8:00 – 10:00 AM
Level of activity is high with a lot of bending, reaching, lifting, walking and standing.
- ❖ We also need volunteers to assist with walking, socializing, enriching and training our shelter dogs. Due to the nature of our shelter dogs, not all volunteers who express an interest in doing this service may be a good fit. Staff will meet, discuss and evaluate each volunteer to determine if this is appropriate fit for all.
Shifts are daily, Noon to 3:00 PM
Level of activity is high due to walking, up and down hills, on paths with a dog on leash.
- ❖ Foster Volunteers provide in-home care for our shelter dogs until the dog is adoptable or adopted.

CATS

- ❖ Shelter Volunteers assist with cleaning the various cattery areas, including emptying, cleaning and refilling litter pans, cleaning food bowls, and/or assisting with laundry.
Shifts are daily, 8:30 – 11:00 AM or 3:30 to 5:00 PM.
Activity level is high with a lot of bending, reaching and lifting.
- ❖ We also need volunteers to groom and socialize with cats and kittens.
Shifts are daily, except Wednesdays. Times are between 11:00 AM and 4:00 PM.
Activity level is low with mostly sitting and some bending.
- ❖ Foster Volunteers provide in-home care for our shelter cats and kittens until the cat is adoptable or adopted.

RETAIL

Volunteers are needed to provide assistance in our Thrift store & seasonal Christmas store. Duties included, but not limited to, greeting and providing service to customers, answering the phone, processing sales, cleaning, sorting, organizing & pricing merchandise, and donation pick-up. Use of cash register and phones.

Shifts are Daily. 10:00 to Noon or Noon to 4:00 PM. Christmas Store needs are Oct – Nov, Activity level is high with customer & staff interactions, and moderate for physical activity that involves mostly standing and walking, bending, and lifting.

OTHER AREAS

Office/Administration

Front Desk Volunteers at the Shelter meet and greet customers, staff and other team members, answer the phone & take messages, answer inquiries, provide information on various topics, compile forms and packets, compile lost and found reports, assist with shelter's retail sales, and maintain the front desk and reception area.

Shifts are Sunday through Saturday, from 11:00 AM to 4:00 PM.

Activity level is high as far as customer service but low with mostly sitting.

Administrative volunteering is when time is spent on committees, such as Finance, ByLaws, Event Planning, phone contacts for OCHS business, membership processing, record keeping, OCHS meetings, OCHS board-related activities or professional services.

Fundraising Volunteers assist with organizing or staffing fundraising activities, such as raffle ticket sales, and the monthly event at Grocery Outlet.

Shifts are variable, depending on need.

Activity level is high due to customer interaction at events, etc.

Miscellaneous Areas: Website & database management, grant writing; photography; can & bottle collection.

Spay & Neuter and Wellness Clinics

Volunteers are needed during our spay & neuter clinic days, as well as during the wellness and dental clinics. Volunteer assist with post-surgical and post-procedure care. This may involve general observation of our recovery patients, taking their temperature, providing instructions to owners, and providing general assistance to our staff. Volunteers must be comfortable with being exposed to animal bodily fluids.

Shifts are Wednesdays and Thursdays, from 10:00 AM to 1:30 PM or 1:30 PM until clinic ends.

Activity level is high due to customer & staff interactions, and physical activity such as bending, lifting.

Building and Grounds Maintenance

Volunteers are needed to assist with general building and grounds maintenance. One of the areas of greatest need is the outdoor kennel and trail areas, such as mowing and weed-whacking, on a regular, weekly basis.

Shifts are variable and negotiable.

Activity is high due to physical demands.

Off-Site Adoptions or Animal Transport

Volunteers assist with transporting animals, adoptions, and picking up food and supplies. Shifts are variable.

We also need volunteers to transport animals to Veneta vet clinic. Must have valid driver's license and auto insurance.

Activity level may be high for physical demands such as lifting and bending, and high due to customer & staff interactions.