

Adult Volunteer Application
Humane Society of Southwestern Michigan
641 S. Crystal Ave. Benton Harbor MI 49022
269-927-3303

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK: _____ CELL: _____

EMAIL ADDRESS: _____

OCCUPATION: _____ EMPLOYER: _____

MAY WE CONTACT YOU AT WORK? _____ ARE YOU OVER 18? _____

PLEASE LIST ANY SKILLS YOU HAVE YOU FEEL WOULD BE AN ASSET TO
THE HUMANE SOCIETY: _____

.....
AVAILABILITY

WHEN ARE YOU AVAILABLE TO VOLUNTEER?

WEEKDAYS ___ EVENINGS___ WEEKENDS___ VARIED___
MORNINGS ___ AFTERNOONS ___ OTHER _____

.....
OFFICE USE ONLY:

APPLICANT CONTACTED DATE: _____
BY WHOM _____
ORIENTATION DATE SET _____
ACCEPTED: _____ DENIED: _____
REASON FOR DENIAL: _____

VOLUNTEER OPPORTUNITIES

Please read through these opportunities and check as many areas as you are interested in. This will be used to help determine volunteer activities that will be beneficial to the Humane Society and also will be rewarding to you, the volunteer. If there is something you would like to do too help the Humane Society and you do not see it listed here please speak with the Volunteer Coordinator about your idea.

ANIMAL CARE SPECIALIST: Animal care volunteers keep the animals in the shelter appealing to the public by bathing, brushing, and combing the animals. They may also trim toe nails, clean ears, and make animals appear attractive and clean for potential adopters. Volunteers in this area increase the animal's chance of adoption by keeping them cared for and looking their best.

I would be interested in this position: _____

LOST AND FOUND ASSISTANT: Lost and found assistants check the lost and found book for possible matches. They would also make phone calls to listers checking and updating the status of their report and adding additional information to entries. They would also check incoming animals for matches with lost and found reports, contacting possible matches and asking them to come and view the animal to determine if it is theirs. In addition to this they would scan animals at the shelter for microchips, and follow up on any hits. Lost and found assistants help the animals by reuniting lost pets and their families and by reassuring owners that the shelter does care about their missing pet and is doing all we can to help them find it.

I would be interested in this position: _____

KENNEL VOLUNTEER: Kennel volunteers would assist in the morning or afternoons with cleaning and caring for the animals. They would help with feeding, washing dishes, cleaning litter boxes, changing bedding, assisting with laundry duties, and distributing toys and biscuits to the animals. Volunteers in this area increase the animal's chances of adoption by providing them with a clean and attractive environment, keeping the animals healthy, and providing them with toys to ward off boredom.

I would be interested in this position: _____

DOG WALKER: Dog walkers come in and walk dogs that are available for adoption, providing them with a much needed outlet for their excess energy. Walkers also work with the dogs teaching them how to walk nicely on a lead and teaching them manners. Many dogs that come into the shelter have never been taught any obedience. By teaching them basic good behavior you increase their chances of adoption immensely.

I would be interested in this position: _____

DONATION COLLECTION VOLUNTEER: Volunteers in this program can do either of 2 things. They can talk to various business's and stores about placing a collection box in their store for donations to be used at the shelter and then collect them on a regular basis. Items brought into the shelter would then be stocked in their appropriate storage areas. Other volunteers would drive to various stores that regularly donate items and collect them and transport them to the shelter and stock them in the proper area. Volunteers in this field help the animals by obtaining much needed donations that help us feed and operate the shelter on a day to day basis.

I would be interested in this position: _____

TRANSPORTATION: Volunteers in this category transport animals to and from vets offices, and/or adoption/special events. Trips are usually scheduled for early morning or late afternoons. This job is on an as needed basis. Volunteers in this field help the animals by relieving paid staff of this assignment so they can focus on physical needs of the shelter.

I would be interested in this position: _____

EBAY LISTER: The Shelter sometimes receives donations of value that can be re-sold to raise money for the animals. This volunteer would be responsible for listing items on EBAY to be sold. They would need to be familiar with this system, have access to a computer and digital camera. They would be responsible for collecting payment for the items along with shipping charges and shipping the item to auction winners. Volunteers providing this service help the animals and the shelter by raising much needed money to operate the facility.

I would be interested in this position: _____

SHELTER DECORATOR: Do you have a flair for decoration? Love of holidays? We are looking for volunteers to help decorate the shelter to celebrate various holidays. Bunnies for Easter, Ghosts and Goblins for Halloween, the possibilities are endless. By making the shelter a more cheerful, positive place to visit, volunteers are helping the animals be viewed in a positive way by potential adopters.

I would be interested in this position: _____

GROUND SKEEPER/LANDSCAPER: Do you have a green thumb? Do you like to work in the great outdoors? The shelter sits on a large piece of land that needs to be maintained and kept looking nice. Some of the opportunities here would include planting and caring for flowers, trimming brush and trees, maintaining outside structures, picking

up debris and trash in the yard. In this field you help the shelter animals by making the shelter more attractive to customers and visitors, and helping to promote a positive attitude for the employees who come to work seeing a nice, clean, cheerful environment.

I would be interested in this position: _____

COIN BANK VOLUNTEER: As part of an ongoing fundraising effort the shelter has coin banks to be distributed to various businesses. Volunteers are needed to recruit business's to place the banks at, and also to collect the money periodically from the banks and return it to the shelter.

I would be interested in this position: _____

SPECIAL EVENTS/INFORMATION BOOTH ATTENDANT: Throughout the year the shelter has the opportunity to have an information booth at various community events. Volunteers are needed to staff the booth and answer questions, pass out information on various topics, and develop a rapport with the public about the Humane Society. By working community booths, volunteers help the animals by promoting the organization, informing the public about our shelter and the programs and services we provide. They also help to reduce the number of animals brought into the shelter by educating the public about the importance of pet responsibility and care.

I would be interested in this position: _____

PAWMART ATTENDANT: The Humane Society, along with Animal Aid, and Animal Control run a cooperative effort Adoption Center at Martins PawMart in St. Joseph. Each organization has cats housed there for adoption. Volunteers are needed for morning and afternoon cleaning of the kennels and also to groom and socialize the cats at the center. You should expect to need approximately 45 minutes to 1 hour per session. You can commit to a specific day each week, month, or a one time session. By assisting with this endeavor you are helping the animals by increasing the number of animals that can be housed for adoption, maintaining their health and appearance, and assisting in making this unique cooperative effort a success. When the animal organizations in this County work together the animals are clearly the winners.

I would be interested in this position: _____

PRODUCTION ASSISTANT: The Humane Society staff depends on multiple documents daily, which need to be copied, collated, stapled, and such. Production volunteers help with these tasks, along with other as needed office projects. This enables the staff to take care of other vital administrative tasks and waiting on customers, which ultimately makes customers experiences more positive, helping the animals be viewed in a better light.

I would be interested in this position: _____

KENNEL SHELTER HOST: Greet visitors as they enter the kennel areas and assist them through the adoption process, providing information about various animals and answering potential adopters questions on various topics. This job helps promote the animals, providing additional information for the visitors and making the shelter more customer responsive.

I would be interested in this position: _____

CRAFTER: This is a volunteer opportunity that can be done from home. If you can't or do not want to spend time at the shelter but still want to help the animals here is an opportunity for you. "Wubbie Makers" knit, sew, or crochet cat kennel sized blankets for our kitties to snuggle with. Not only does this give the kitties something to snuggle and play with, it provides warmth from drafts and sometimes a hiding place for a shy kitty. Toy Makers can make a variety of cat toys for the cats to play with and also for us to sell to raise much needed money for our animals and Spay Neuter Assistance Program. Material and Catnip can be provided if needed for this program. Other craft items can be made for us to sale at various functions and in our "Boutique Corner" at the shelter to raise money for our critters.

I would be interested in this position: _____

PUBLICATIONS ASSISTANT: Assists in procuring and/or producing a variety of Shelter Publications: adoption flyers, posters, volunteer newsletter, press releases, informational pamphlets to be distributed. These volunteers help the animals by "getting the word out" about our organization.

I would be interested in this position: _____

SPAY/NEUTER CLINIC ASSISTANT: Provides a variety of services; registration, intake, monitoring, outtake, etc... at our Team Spay/Neuter Clinics. These clinics are hosted periodically through the year to offer low cost spay/neuter to owned animals. This helps the animals by reducing the number of animals born every year, thus reducing the amount of animals that are brought into the shelter. Spay/Neuter is the core solution to the pet overpopulation problem.

I would be interested in this position: _____

RUNNER/STOCKER: These volunteers will sort incoming donations and stock them in the correct storage area. They would also assist workers by retrieving necessary items from storage areas for restocking. This job requires some lifting and carrying.

I would be interested in this position: _____