Rock County Humane Society
Volunteer Application

Thank you for considering volunteering your time and talents to help the homeless animals of Rock County! Volunteers provide our homeless animals with care and compassion and also aid our shelter in so many ways. We look forward to working with you to find a volunteer role that makes full use of your skills, interests, and compassion while contributing to the well-being of the shelter and those we serve.

Most volunteer positions will require a minimum commitment of four hours a month. Please consider whether or not you are able to honor this commitment before turning in the application. All children volunteering with their parent(s) must be under constant parental supervision. For everyone's safety, children are never to be alone with the animals.

To apply:

1. Please review and consider the different volunteer opportunities that are available.
2. Complete a volunteer application, and e-mail, snail mail, fax, or drop it off at RCHS.
3. We'll then compare your application with our anticipated volunteer needs for the next six months and contact you to discuss the volunteer position(s) which best match your interest and current shelter needs.

We strive to respond to your application within two weeks. We appreciate your patience! At that time our Volunteer Supervisor will be able to answer your questions and discuss the details of our volunteer positions. Once we've found a volunteer role that is right for you, you'll be invited to attend a volunteer orientation.

At an orientation, you will be taken on a tour of the shelter to get an insider's look into the many efforts that go into animal care at RCHS. You'll also learn more about our programs and policies so you can determine if RCHS is the place for you and start your volunteer work equipped with the information you need to successfully contribute to our mission.

You will then meet with the Volunteer Supervisor, a designated staff member, or seasoned volunteer who will train you in your new role and finalize your volunteer schedule. After these steps are completed, you're ready to volunteer! Thank you!

Kate Katzban-Beren

Volunteer, Adoption, & Development Supervisor

Volunteer Positions

We know you want to give your time doing something that is rewarding and meaningful while contributing to the care of homeless animals. There are a number of ways to get involved that require different time commitments, schedules, and focus. We look forward to working with you to find the volunteer position that's just right for you!

Animal Care & Comfort:

Animal Transport
Transport animals safely between RCHS and veterinary clinics or rescue organizations. This position is essential in helping RCHS provide exceptional care to our animals and aiding in our fight to reduce stray litters in the community!

- Age: 21 years or older
- Schedule: Shift based or flexible, depending on position
- Commitment: Varies based on needs
- Skills: General animal handling, valid driver's license and clean driving record.

Bather/Groomer
Give animals a fresh clean start. You will help address the grooming needs of animals that come to RCHS matted, dirty, or just in need of some good cleaning and primping.

- Age: 18 years or older
- Schedule: Flexible
- Commitment: Varies based on needs
- Skills: General animal handling and previous grooming experience.

Canine Companion
Assist with the overall care of RCHS dogs by helping staff provide a clean and enriching environment during their stay. You'll provide the dogs with the exercise and socialization they need, keep their environment clean, and teach them basic manners through positive training and reinforcement.

- Age: 18 years or older to volunteer alone; 16 years or older with a parent
- Schedule: Shift based
  - Monday, Tuesday, Thursday, and Friday:
    - 7:30-8:30 am, 8:00-9:00 am, 9:00-10:00 am, 10:00-11:00 am, 11:00 am-12:00 pm, 12:00-1:00 pm, 1:00-2:00 pm, 2:00-3:00 pm, 3:00-4:00 pm, 4:00-5:00 pm, 5:00-6:00 pm, 6:00-7:00 pm.
  - Wednesday, Saturday, and Sunday:
    - 7:30-8:30 am, 8:00-9:00 am, 9:00-10:00 am, 10:00-11:00 am, 11:00 am-12:00 pm, 12:00-1:00 pm, 1:00-2:00 pm, 2:00-3:00 pm, 3:00-4:00 pm, 4:00-5:00 pm
- Commitment: 1 shift per week for 6 months
- Skills: Basic dog handling and understanding of canine behavior; ability to squat, bend, twist, lift, or stand for long periods.

Feline Friend
Assist with the overall care of RCHS cats by helping staff provide a clean and enriching environment during their stay. You'll give the cats love, attention, and the exercise they need, help keep their environment clean, and brush them and keep them tidy if they enjoy being groomed.

- Age: 18 years or older to volunteer alone; 16 years or older with a parent
- Schedule: Shift-based
  - Monday, Tuesday, Thursday, and Friday
    - 11:30 am-12:30 pm, 12:30-1:30 pm, 1:30-2:30 pm, 2:30-3:30 pm, 3:30-4:30 pm, 4:30–5:30 pm, 5:30–6:30 pm
  - Wednesday, Saturday, and Sunday
    - 11:30 am-12:30 pm, 12:30-1:30 pm, 1:30-2:30 pm, 2:30-3:30 pm, 3:30-4:30 pm
- Commitment: 1 shift per week for 6 months.
- Skills: Basic cat handling and understanding of feline behavior; ability to squat, bend, twist, lift, or stand for long periods.

Foster Parent
Care for animals that need time in a home setting before becoming available for adoption. Potential foster animals include nursing moms with litters, litters that are too small for adoption and need time to grow (neonates), animals in need of socialization, and animals recovering from illness or injury. RCHS will assist in providing all necessary supplies such as food, litter, bedding, etc to their foster animals if the foster parent is unable to provide these on their own. RCHS provides customary care and needed medications. Required to bring foster animals to mobile adoption events as appropriate.

- Age: 18 years or older
- Commitment: 1 year.
- Skills: Basic animal handling and knowledge of animal behavior , landlord approval if renting, and appropriate time and space to care for foster animal(s).

Photography Assistant
Help us reunite lost pets with their owners and find new homes for the homeless pets in our care by taking photos of the animals. Uploading photos to our data tracking system will automatically post them to our web site and other pet adoption sites to aid people looking for their lost pet or their new best friend. Your own high resolution digital camera is required.

- Age: 18 years or older
- Schedule: 2 hour shifts; specific hours can be flexible
  - Monday, Tuesday, Thursday & Friday 11:00 am – 6:30 pm
  - Wednesday: 11:00 am – 4:30 pm
- Commitment: 1 regularly scheduled shift per week
- Skills: Basic animal handling and behavior knowledge, general computer skills, experience using a digital camera.

Animal Ambassadors:

Animal Resource Specialist
Provide friendly and efficient customer service to RCHS clients while helping to reunite lost pets with their owners and assisting adopters in selecting their new 4-legged family member.

Reception Duties: You will assist staff in directing traffic and answering client questions, complete general office work to keep a clean and organized reception area, and help us reunite lost pets with their owners.

Adoption Duties: Work with adopters to find suitable adoption matches by discussing their pet experience and expectations as well as providing them accurate information about our animals. When a match is made, you will assist them in completing necessary paperwork and help set them up for adoption success!

- Age: 18 years or older
- Schedule: 2-4 hour shifts during the following hours:
  - Monday, Tuesday, Thursday, and Friday 12:00pm-6:30pm
  - Saturday and Sunday 12:00pm-4:30pm
- Commitment: 1 regularly scheduled shift per week for 6 months
- Skills: Excellent customer service and communication skills, basic animal handling, knowledge of animal behavior and good pet care, general computer proficiency and data entry experience, ability to multi-task.

Mobile Adoption Animal Handler
Provide care to adoptable animals away from the shelter at mobile adoption events. This position requires expert animal handling skills as well as a desire to promote shelter programs and animals to the public. Animal Handlers can work with either cats or dogs.

- Age: 18 years or older. A limited number of positions are available for children 16 and older to volunteer with a trained parent. Families interested will be considered on a case by case basis.
- Schedule: 4-6 hour events, mostly weekends & weeknights.
- Commitment: 1 event per month for 6 months. Priority is given to handlers who can commit to a regular schedule, but opportunities exist for those who need more flexibility.
- Skills: Excellent customer service and animal handling skills required. Handlers working with animals at events may be required to provide transportation for themselves and their assigned animal to/from the event location.

Mounds Satellite Adoption Center (MSAC) Assistant
Keep our satellite adoption program up and running! This adoption center is located in the Mounds Pet Food Warehouse store in Janesville. MSAC Assistants provide care for the cats waiting for their forever homes, including socialization, cleaning, and helping adopters select the best animal for their household.

- Age requirement: 18 years or older to volunteer alone; children 16 years and older may be accepted with a trained parent.
- Schedule: Shift-based during MSAC open hours
- Commitment: 1 shift per week for 6 months
- Skills: Excellent customer service and communication skills, basic animal handling, knowledge of animal behavior and good pet care.

Behind the Scenes:

Administrative Assistant
Assist with daily administrative activities including data entry, preparation of mailing materials, and miscellaneous projects.

- Age: 18 years or older
- Schedule: Flexible. Some work can be done from home.
- Commitment: Dependent on current projects.
- Skills: Knowledge of Word and Excel, solid written and verbal communication skills, solid interpersonal skills, strong organizational skills and ability to manage and complete a variety of tasks.

Bake for a Cause
Bake homemade goodies throughout the year to support RCHS through bake sales at our annual fundraising events. Volunteers bake treats such as cookies, brownies, bars, muffins, even mini bread loafs, individually wrap them for sale, and drop them off at the shelter prior to an event.

- Age: Any age volunteers may bake with adult supervision.
- Schedule: Flexible
- Commitment: Minimum of two events per year
- Skills: Baking/cooking experience required.

Building Maintenance & Grounds Assistant
Help with upkeep and maintenance of our shelter and its grounds. You will assist with mowing, snow removal, yard work, donation pick-ups, and other projects as needed.

- Age: 18 years or older
- Schedule: Shift-based or flexible
- Commitment: 4 hours per week for 6 months
- Skills: Valid driver’s license, ability to routinely (and safely) lift 50+ pounds.

Rock County Humane Society

Volunteer Application

Contact Information:

Name: _____ D.O.B.:_____

Name / birth date of junior volunteer(s) (if any): _____

_____

E-mail address*: _____* *Our e-mail may be blocked by your spam filters so be sure to check your junk mail folder if you do not receive e-mail confirmation of receiving your application in the next two weeks.*

Home address: _____

City: _____ State: _____ Zip: _____

Phone (Home): _____ (Cell): _____

(Work): _____ OK to contact at work? [Yes] [No]

Emergency contact name, relationship to volunteer, and phone number:

_____

Background **(use additional sheets of paper if necessary):**

Education / occupation:

_____

_____

Current Pets:

_____

Are your current pets up to date on their vaccinations? [yes] [no]

Previous pet experience:

_____

_____

Other animal experience:

_____

_____

Special skills (i.e., carpentry, computer skills, baking, cash handling):

_____

_____

Why would you like to volunteer at RCHS?

_____

_____

Medical conditions that the volunteer office should know about that may affect your ability to perform certain tasks:

_____

Are you a current member of Rock County Humane Society? [yes] [no]

Have you been convicted of a misdemeanor or a felony in the last 5 years? [yes] [no] If yes, please explain. (Answering "yes" will not automatically disqualify you from volunteering.)

_____

_____

Are you volunteering to complete a court-ordered community service requirement? [yes] [no]

Reference:

Please list a professional, educational, or volunteer related reference we may contact:

Name: _____ Title: _____

Organization: _____ Location: _____

Phone #: _____ Email: _____

Availability (Mark an "x" in all available time slots. You need not be available for the entire slot, see the description for the volunteer position in which you are interested for actual shifts):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30am–9am							
9am – 11am							
11am – 1pm							
1pm – 3pm							
3pm – 5pm							
5pm – 7pm							

Frequency: [twice a week] [once a week] [twice a month] [once a month] [other_____]

How long can you commit to volunteering: [less than 6 months] [6 months – 1 year] [over 1 year]

Are you able to volunteer on a regular schedule? (For example, the same time every week?) [Yes] [No]

How many hours a week can you commit to volunteering at RCHS: _____

Volunteer Interests:

Please list the volunteer positions you would like to be considered for, **in the order of interest to you**:

1)_____ **3)**_____
2)_____ **4)**_____

I certify that the statements made in this volunteer application are true and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the agency from any liability whatsoever for supplying such information. I also understand that I will not be paid for my services as a volunteer.

In consideration of Rock County Humane Society accepting my application or my child's for participation in their volunteer programs, I agree to release and hold harmless Rock County Humane Society from and against any and all loss, damage, claims, liability, costs, and expenses of any nature whatsoever, including without limitation, attorney's fees and disbursements, arising from or occasioned by my participation in Rock County Humane Society's volunteer programs. I understand there are certain risks inherent in handling the animals, and I accept these risks.

I agree that Rock County Humane Society may photograph my participation in this program, and I hereby release any such photographs to Rock County Humane Society for use in its programs, publications, and purpose.

Further, I understand that it is a violation of privacy and breach of confidentiality to publicly discuss or disclose any information I may learn about an animal's previous owner or situation. I will treat all animals, people, and property I come into contact with at RCHS with the utmost respect and professionalism. I understand that difficult decisions and situations may present themselves routinely at RCHS, and I will conduct myself with courtesy and respect toward staff, volunteers, and the public at all times.

Applicant's Signature: _____ Date: _____
(**You must be at least 18 years of age to sign. If volunteer is under 18, parent/guardian must sign**)

Please return application to volunteers@rockcountyhumanesociety.com or
RCHS, Attn: Volunteer Supervisor, 222 S. Arch St., Janesville, WI 53548 or
fax to **(608) 752-4201**
Questions? Call **(608) 752-5622**
Thank you for applying!