

# VOLUNTEER APPLICATION

Woodbridge Animal Shelter

&

Pet Adoption Center

195 Woodbridge Ave.

Sewaren, N.J. 07077

(732) 855-0600 x2034

Thank you for your interest in a volunteer position at the Woodbridge Animal Shelter. We look forward to meeting you!

STEPS TO BECOMING A WOODBRIDGE ANIMAL SHELTER VOLUNTEER:

Please complete this Volunteer Application. You will be contacted by phone to attend a brief orientation prior to beginning.

## **PERSONAL INFORMATION**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Note: All applicants must be 18 years or older.

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **EMERGENCY CONTACT INFORMATION**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

## **AREAS OF INTEREST (Check all that apply)**

- \_\_\_\_\_ Bathing and Grooming
- \_\_\_\_\_ Dog and Puppy Socialization
- \_\_\_\_\_ Cat and Kitten Socialization
- \_\_\_\_\_ Dog Training (reward based)/ Dog Walking
- \_\_\_\_\_ Day to day operations (cleaning, feeding, etc.)
- \_\_\_\_\_ Fostering (cats or dogs)
- \_\_\_\_\_ Rescue Transport

**VOLUNTEER APPLICATION AGREEMENT**

If accepted as a volunteer by the Woodbridge Animal Shelter, by signing below I acknowledge the following:

I will voluntarily provide my time and efforts of varied nature and extent to the Woodbridge Animal Shelter and enter, participate with, interact with, utilize, and otherwise use the facilities and contents of the Woodbridge Animal Shelter, including but not limited to its property, building(s), kennel(s), run(s), housed animals, equipment and other inventory as located at 195 Woodbridge Avenue, Sewaren, NJ.

I understand that serving as a volunteer at the Woodbridge Animal Shelter carries certain safety risks, such as personal injury, property damage, disability, or death, and I hereby release the Woodbridge Animal Shelter, its agents, officers, servants, and employees of and from any and all liability, claims, demands, actions, and causes of actions whatsoever arising out of or relating to any loss, damage, or injury that may be sustained by me or any of my property.

I understand the possible risk of bringing home illnesses from the shelter to personal pets or vice versa and must have current vaccinations for any animals at my home.

I will abide by all WAS policies and procedures and follow the directions/instructions of the Animal Control Officer (ACO) and Shelter Manager.

I have been provided a copy of the shelter rules and policies, understand them completely and agree to adhere to them.

I agree to be supervised by the appropriate WAS staff and will report any problems that arise or animal bites directly to the ACO on duty.

I will treat all animals and other volunteers and WAS staff with respect and I will work as a team member with all volunteers.

I understand that I may not bring friends or relatives with me while working at the shelter facility.

I have received a copy of, and I have read and understand the Woodbridge Animal Shelter "Shelter Rules."

I am 18 years of age or older.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Completion of this application does not assure placement. The Woodbridge Animal Shelter fills volunteer positions and time slots as needed.

A volunteer can be terminated at any time at the discretion of the Animal Shelter Manager or ACO.

## **Shelter Rules/Policies**

Should any of the shelter rules or policies be broken at any time, you will immediately be asked to leave the volunteer program. Rules and policies are put in place to protect the animals, the staff, the volunteers and the public.

ALL volunteers must sign in/out of the sign-in book located in the lobby.

**STAFF are the ONLY people who can accept a stray or surrendered animal, redeem an animal or approve an adoption application.**

## **Dogs**

1. For security purposes, all volunteers and visitors must use the front door only. All other doors are to remain locked. In an effort to minimize escapes, shelter volunteers must not enter a dog's kennel from the outside unless staff has given the all clear.

**2. Only animals that are offered for adoption are allowed to be handled, fed, walked, etc. by volunteers. Any animal with restrictions on its cage card are off limits to volunteers. This includes putting your fingers in the cage to pet them. Animals are off limits for a number of reasons such as a court case, stray hold, pending vaccines or temperament testing, on hold for an ill owner, aggression, etc.**

3. At no time is any shelter volunteer allowed in the quarantine rooms. No exceptions.

4. Volunteers must be mindful of the animal's "cage-card" with regard to special diet requirements, caution notices (i.e. no small children, no other pets), etc. "Cage-card" instructions MUST be followed. This is done for the safety of the animal, the staff, the volunteers, the public and the adopter.

5. No shelter animal is to be given treats, toys, bones, rawhide, etc. while in their kennel or cage. The only acceptable toys in the kennels are Kong toys or Nylabones which are sturdy enough for the animal not to break apart and ingest.

6. All Adoption Applications must be approved by the shelter staff. Volunteers must not make a promise of adoption to anyone.

7. Dog Walking:

Dogs may be walked on Woodbridge Ave. over the bridge and back or on Pernal Rd. Please refrain from walking dogs in residential areas. All dogs must be walked on a choke-type/Martingale collar, unless otherwise directed by a shelter Animal Control Officer (ACO). Remember to bring bags for cleanup after the dog. With the exception of the normal walking on the road, no animal is to be removed from shelter property, and no animal is to be removed by car, without the authorization of the shelter manager.

8. NO outside food or treats may be given to our dogs. You can find approved training treats in the small refrigerator downstairs by the kitchen area. These treats are to be given during training time ONLY.

If you are uncomfortable with a dog at any time, please do not hesitate to ask staff for help. If you notice anything unusual with a dog's behavior or health, please alert staff immediately.

**(Volunteer Copy)**

## **Cats**

1. It is state-mandated that only one (1) cat is allowed out in the cattery at a time.
2. The WAS is filled to capacity with animals from our township and towns serviced by the WAS. No volunteer, or friend/family member of a volunteer, may bring in any animal into the WAS from a town not serviced by the WAS. No exceptions.
3. Keeping the animals and the shelter clean is a very critical part of volunteering and volunteers are required to clean the shelter, as well as care for our shelter animals. The animals and the shelter must be kept clean at all times for the benefit of both our animals and our volunteers.
4. Cleaning cats. Cats are to be removed from their cage and placed into an empty cage or carrier. Litter is scooped with their used paper food dish and then topped off with more, food and water bowls are to be washed every day, blankets are changed only when soiled. Each cat is to have 1 blanket. Cats are fed once per day with the exception of kittens that require 2-3 feedings.
5. Cats toys/catnip are not permitted in the cattery or in cat cages as toys are carriers of bacteria/germs/fungus. Cats can be exercised 1 at a time in the cattery once the floor has been swept and mopped with disinfectant; we have laser toys for them to play with.
6. If a cat requires brushing or nail clipping please remember to disinfect the brush and clippers with the appropriate sanitizer located in the upstairs kitchen after every use.
7. If you notice that a cat has not eaten, appears to be getting ill or is otherwise not acting right please bring it to the staff's attention immediately.

## **Fostering**

WE ALWAYS NEED FOSTERS.....

Woodbridge Animal Shelter needs foster homes from time to time to bottle feed kittens, socialize/train both cats and dogs, care for animals after surgery or to open up cage space when we become overcrowded. Foster homes are provided with all necessary items to care for the animal while in foster. Pets that are being fostered can ONLY see our contracted veterinarian. Foster homes will also be provided with the shelter manager's cell # for assistance at any time should a problem arise. We recognize that it is easy for a foster home to become attached to their foster pet so foster homes will have first pick at adopting that animal.

**(Volunteer Copy)**