



1 Binnington Ct
Kingston, ON K7M 8M9
Tel. (613) 546-1291
Fax (613) 546-3398

Volunteer Application

PERSONAL INFORMATION:

Email: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone (res): _____ Phone (cell): _____

Occupation/Employer: _____ Phone (work): _____

How would you like to be contacted? Please circle preference: Home Work Email

Are you over 18*? Yes No If no, what is your birthdate? _____

Name of Parent or Legal Guardian if under 18: _____

*Please note, volunteers under 16 must be accompanied by an adult at all times

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____

Address: _____

Home Phone: _____

Work/Cell Phone: _____

Email: _____

Please list any medical concerns we should be aware of: _____

VOLUNTEER PROFILE:

Why would you like to volunteer with the Kingston Humane Society?

Do you wish to volunteer because you are required to (eg: Court or school)? Yes No

If yes, please indicate the number of hours needed? _____

Were you referred to us by any individual or organization? Yes No

If yes, please identify the person or organization responsible for making the referral:

Please list any special physical needs or conditions (eg allergies) and how they may limit your ability to participate: _____

Are there any special skills or training that you could offer the KHS (eg dog training, first aid, web design, event coordination, etc)? _____

What is your availability (please check all boxes that apply)?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

When are you able to start? _____

Please see the following page for the list of volunteer opportunities available.

Orientations are held monthly. Please contact the KHS at 613-546-1291 ext 107 or volunteer@kingstonhumanesociety.ca to register for an orientation session. All prospective volunteers must attend an orientation before starting.

For Office Use Only:

Date application processed: _____

Date orientation attended: _____

Date application updated: _____

Volunteer Opportunities

Please check the opportunities that interest you.

- Admissions Assistant** – Work with staff to admit animals to the shelter, take telephone inquiries and reunite animals with their families. Extensive training and weekly commitment required.
- Adoption Assistant** – Assist the customers to find their newest family member by giving them information about the animals and arranging meetings. Extensive training and weekly commitment required.
- Adoption Follow-Up** – Call recent adoptors to see how things are going. Track spay-neuter compliance. Weekly commitment preferred, work can be done from your home.
- Animal Care Assistant** – Help us take care of the basic needs of the animals, help keep them comfortable and reduce their stress. Training and weekly commitment required.
- Bunny Hugger** – Don't forget about our rodents! Bunnies and rats/guinea pigs/hamsters need attention too. Weekly commitment required.
- Cat Cuddler** – Cuddling, grooming and TLC keep our cats' stress levels low. Weekly commitment required.
- Coin Boxes** – An excellent opportunity for those who have limited time but would like to raise funds for homeless animals.
- Dog Training Assistant** – A great opportunity to learn more about dog training! Extensive training and weekly commitment required.
- Dog Walker** – Provide exercise by walking dogs and playing with them in our fenced-in yard. Requires training, good physical stamina and a weekly commitment.
- Events Enthusiast** – Help run event days throughout the year. Flexible schedule required.
- Gardener** – Use your green thumb to help keep our grounds welcoming and attractive. Supplies are provided. Flexible commitment appreciated.
- Handyperson** – Keep fencing/cages in good repair, fix minor problems. Larger jobs optional based on expertise! Weekly commitment appreciated but not mandatory.
- Humane Education Assistant** – Speak to children and adults about responsible pet care. Provide educational tours of the facility. Must have a very flexible schedule. Minimum one-year commitment due to extensive training.
- Office Assistant** – Data entry, envelope stuffing, photocopying. Training required, weekly commitment preferred.
- Pet Detective** - Match owners looking for lost animals with animals which have come into the shelter. Weekly commitment preferred.
- Special Events Coordination/Fundraising Assistant** – Help our event organizer plan events from sponsorship to signage. Flexible commitment required. Most work can be done from home.



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Waiver of Liability for Volunteers

The undersigned acknowledges that he or she will be performing certain volunteer services for the **Kingston Humane Society**. The undersigned further acknowledges that certain risks may be associated with such volunteer services.

In consideration of being permitted to perform such volunteer services for the **Kingston Humane Society**, the undersigned voluntarily and knowingly executes this waiver with the express intention of waiving any and all rights or causes of action involving, without limitation, bodily injury, infection or property damage to the undersigned while the undersigned is engaged directly or indirectly, in such volunteer services, whether caused by the negligence of the **Kingston Humane Society** or its officers, directors, agents or employees.

Further the undersigned shall indemnify, defend and hold harmless the **Kingston Humane Society** and its agents, officers and employees, jointly or individually, for bodily injury or property damage as a result of the undersigned's services contemplated herein.

Signature of Volunteer

Signature of Volunteer's Parent/Guardian
(If under 18 years of age)

Date

Date

Protection of Confidentiality

I _____ have been made aware of the confidential nature of information concerning animals, donors, personal and other types of Kingston Humane Society information.

I have been made aware that confidential information may come to my knowledge through casual conversation or perusal of printed material.

I agree to exercise all reasonable care and caution in protecting confidential information.

I also understand that any and all confidential information which may come to my knowledge shall not be released, spoken by me to any other person(s) without signed authorization from the Kingston Humane Society manager.

I understand that violation of these or any other rules and/or conditions to volunteering could be met with dismissal.

Signature of Volunteer

Signature of Volunteer Coordinator

Date

Date

Thank-you for your care and kindness