

Dear Prospective Whatcom Humane Society Volunteer,

Thank you for your interest in the Whatcom Humane Society (WHS)! Currently, the staff and volunteers at WHS care for approximately 4,800 homeless and unwanted animals annually. As a small non-profit organization, we depend on our volunteer team to provide support for all of our programs and services.

Within this packet you will find job descriptions for all volunteer positions available and a volunteer application. Please complete the application and be sure to tell us which positions you are most interested in pursuing. Your application will be reviewed and we will determine if your interests and availability match our current volunteer needs. Please understand there may be a waiting list for volunteer opportunities in some departments.

**At this time, WHS cannot accommodate those seeking to fulfill court-ordered community service. Due to our limited resources, we also cannot accommodate short-term/limited hour school or community service projects.**

**We do ask for a six month commitment for most job positions so please be realistic in determining the amount of time you can give.**

**Please note that the minimum age requirement for volunteering at the shelter is 12 years of age. Any student under the age of 16 must be accompanied at all times by a parent or guardian.** For students under that age of 12 who wish to volunteer, WHS offers a brochure of community service project ideas that can be done outside the shelter.

If you feel you can make a commitment to the animals, please return the volunteer application to:

**Kathleen Hook  
Whatcom Humane Society  
3710 Williamson Way  
Bellingham, WA 98226**

With your help, we can improve the quality of life for thousands of homeless, abandoned and mistreated animals in our community.

Sincerely,



Kathleen Hook  
WHS Volunteer Coordinator  
360-733-2080 ext. 4102

## **Whatcom Humane Society Summary of Programs and Services**

- ◆ Founded in 1902, WHS is the oldest non-profit animal welfare organization in Whatcom County.
- ◆ **Open-admission shelter, the Whatcom Humane Society turns no animal away regardless of his/her age, temperament or medical condition.**
- ◆ **Provided care, comfort and services for over 4,800 animals in 2008.**
- ◆ Provides 24 hour animal control and rescue services for Whatcom County.
- ◆ Investigates cases of animal neglect & cruelty.
- ◆ Interactive Adoption Program for homeless animals that includes counseling new adopters on responsible pet care and a variety of animal behavior issues.
- ◆ Animal Wellness Program that provides health exam, spay/neuter surgery, vaccinations, flea medication, de-worming, license or id tag and microchip identification prior to adoption.
- ◆ Staff veterinarians provide in-house veterinary services for shelter animals five days a week.
- ◆ Work with local wildlife rescue groups to pick-up and transport injured wildlife.
- ◆ Implementation of *Safe-Pet Program*, providing short-term pet safekeeping for victims of domestic violence.
- ◆ Extensive Humane Education programs in Whatcom County schools and libraries that educate children (K-12) on the importance of showing kindness and compassion towards animals.
- ◆ Community Outreach programs including working with local media to showcase animals available for adoption, presence at local street fairs and festivals and networking with other area non-profits and businesses to foster good relations.

- ◆ Creation of a Spay/Neuter Assistance Program (SNAP) for low-income residents in need.
- ◆ Production of *PetWatch*, the WHS weekly television show that features animals available for adoption, segments on relevant animal welfare issues and information for Whatcom County pet owners. The show airs 3 times a day on local *Comcast* stations.
- ◆ Operates "*Paws Awhile*", the WHS store located at 1200 - 10<sup>th</sup> Street in Historic Fairhaven that features new and quality used items donated by the community.
- ◆ Pet Food Bank providing pet food to the pets of low-income residents in need. .
- ◆ Interactive website ([www.whatcomhumane.org](http://www.whatcomhumane.org)) where visitors can view animals available for adoption, download dog license applications, find information on off-leash dog areas in Bellingham and learn how to humanely deal with native wildlife. The website receives almost 9000 "hits" a day.
- ◆ Working relationships with other animal welfare organizations including the Alternative Humane Society, King County Humane Society, PAWS, N.O.A.H. and Seattle Purebred Dog Rescue.
- ◆ Foster program that houses animals with special needs and/or severe medical issues in volunteer homes for care and rehabilitation until animal is ready to return to the shelter.

## **Whatcom Humane Society** **Volunteer Job Descriptions**

Please read through each volunteer job description and let us know where you think you would like to spend your time. Many volunteers choose to work in more than one department – which is wonderful...but remember to be realistic in determining the amount of time you can give of yourself.

Please also note that your desires for a specific volunteer position may not match the requirements needed to successfully complete the volunteer job. You may be placed in the most appropriate volunteer position based on your experience and physical abilities by our Volunteer Coordinator.

Volunteering at an animal shelter can be fast paced, emotional and very rewarding. The duties you perform will directly benefit the animals. The animals you will see and care for may be redeemed by their owners, adopted, transferred to another shelter or rescue organization, or may be euthanized.

You must focus on what you can do to make their time at the shelter as comfortable and loving as possible. You must also be willing to come to terms with euthanasia on a deeper level and show consideration to the shelter staff who are directly involved with euthanasia.

### **Job Title: Junior Volunteer Partner Up Program**

**For students age 12 – 15 accompanied by a parent or guardian.**

**Time Commitment:** At least two hours per week for a minimum of 6 months.

**Duties:** Junior Volunteer's provide much needed assistance to the WHS staff and help the animals in many different ways. Duties may include:

- feeding animals
- washing and folding laundry
- spot cleaning kennels and cages
- sorting donated items
- clerical duties
- shelter beautification duties
- distributing cat/dog toys

**Qualifications:** Must be at least 12 years of age. Children 12-15 must be accompanied by a parent or guardian at all times! Completion of Volunteer Orientation and Animal Handling classes. Junior volunteers must be:

- mature
- able to take direction and follow thru with various tasks
- enjoy working with a wide variety of people and animals
- be able to work independently and in a team environment

**To Parents/Guardians:** The Partner Up program requires the parent/guardian to attend all training sessions with the Junior volunteer and work together at all times.

**Job Title: Clerical / Development Volunteer**

**Time Commitment:** At least two hours per week for a minimum of 6 months – OR – on-call to help with special mailings (i.e. newsletter mailing, fundraising mailings, etc.)

**Duties:** Assist fun and friendly Humane Society staff with important day to day operations. You will be:

- typing
- stuffing envelopes
- collating materials
- making phone calls
- working with photo files
- photocopying
- filing
- data entry
- mailing items and other clerical duties.

**Qualifications:** Must be at least 16 years of age. Completion of Volunteer Orientation. Additional training as needed by qualified WHS staff or volunteers. You should:

- be detail-oriented
- be professional
- be quick-learning
- have legible hand-writing
- have a basic knowledge of office machinery and personal computers
- must feel comfortable speaking on the phone

**Job Title: Adoption Assistant**

**Time Commitment:** At least three hours per week for a minimum of 6 months.

**Duties:** You will:

- work closely with potential adopters and customer service staff to help facilitate the adoption process
- greet potential adopters and assist them with filling out necessary pre-adoption paperwork
- answer questions about the adoption process and animals available for adoption
- perform counseling regarding the expectations of responsible pet care, and animal behavior to ensure appropriate match between potential adopter and animal
- educate clients about the post adoption services WHS has to offer

**Qualifications:** Must be at least 18 years of age. Completion of Volunteer Orientation, Animal Handling, and adoption training classes. These volunteers must have completed a minimum of (6) six months volunteering as a TLC volunteer prior to attending the adoption training classes. You should:

- be a dedicated individual with a strong desire to make good matches between potential adopters and animals.
- it is essential to have a desire to learn about the emotional and physical needs of a wide variety of animals.
- use professional approach to handling the animals and dealing with the public
- be emotionally equipped to handle overcrowded conditions and long term residents.
- be able to multi-task and have good physical agility and strength
- have the ability to work with a variety of different people

**Job Title: Maintenance Assistant**

**Time Commitment:** At least two hours per week for a minimum of 6 months – OR – on-call to help with minor repairs.

**Duties:** Gardening, landscaping, painting, carpentry, plumbing and electrical projects at the WHS facilities.

**Qualifications:** You must be knowledgeable in the area of maintenance you wish to provide service. All that is required for gardening/landscaping is a willingness to get a little dirty.

**Job Title: TLC Volunteer**

**Time Commitment:** At least two hours per week for a minimum of 6 months.

**Duties:** You will:

- provide shelter animals with mental and physical stimulation and basic behavior training
- walk shelter dogs and socialize puppies
- provide socialization to shelter cats and kittens
- assist the WHS staff with the implementation of enrichment opportunities for shelter animals
- spot clean kennels and cages
- minor grooming
- provide toys and fresh blankets

**Qualifications:** Must be at least 16 years of age or in a Partner Up team. Completion of Volunteer Orientation and Animal Handling classes that are appropriate for the types of animals you will be working with (some animal handling classes require more than one visit to WSH). You must:

- have a strong desire to improve the lives of shelter animals
- must be patient and understanding with people and animals
- willing to get dirty
- be emotionally equipped to handle crowded conditions
- have good physical strength to handle rambunctious animals
- be able to work independently and adhere to all WHS safety and animal handling regulations
- must be willing to come to terms with euthanasia and show consideration to the shelter staff who are directly involved with euthanasia.

**Job Title: Veterinary Clinic Assistants** (possible waiting list)

**Time Commitment:** At least three hours per week for a minimum of 6 months

**Duties:** You will:

- help prepare animals for surgery
- observe animals as they emerge from anesthesia
- prepare injections
- clean and sterilize surgical instruments and equipment
- assist with treatments
- administer medications

**Qualifications:** Must be at least 18 years of age. Completion of Volunteer Orientation. Completion of Animal Handling classes and on-the-job training by veterinary clinic staff. You must:

- be comfortable working in a hospital/veterinary clinic setting
- have good physical agility and endurance
- have a strong interest in veterinary medicine and animal breeds
- must be willing to commit to a weekly schedule

**Job Title: Animal Photography Team** (prefer 2 two-person teams, there may be a possible waiting list for this position)

**Time Commitment:** At least two hours per week for a minimum of 6 months.

**Duties:** You will:

- Obtain high-quality digital photographs of adoptable animals
- Assist staff in loading photos into database and on to the WHS website

**Qualifications:** Must be 16 years of age or in a Partner Up team. Completion of Volunteer Orientation and Animal Handling classes. You should:

- be a dedicated individual with digital photography and computer knowledge
- be willing to handle cats, dogs, and other small mammals
- have patience and a positive attitude

## **JOB TITLE: FOSTER CARE PROVIDER**

**Time Commitment:** On-call as needed to provide temporary 24 hour care for orphaned, injured and unweaned animals.

### **Duties:**

- Provide all elements of care for foster animals including feeding, cleaning, grooming, medicating and socializing.
- Ensure safety of foster animal at all times.
- Maintain communication with WHS staff regarding the foster animal's progress.
- Provide nurturing and comfortable environment in your home for foster animals.
- Transport foster animals to and from the shelter for medical treatments, check-ups and to be shown for adoption.

### **Training:**

Completion of Volunteer Orientation. One on one meeting and training session with WHS Animal Care Staff and Foster Care Coordinator. Other education and training as required.

### **Qualifications:**

Foster Care Volunteers must be willing to take animals that may be sick, injured or with behavior issues into their homes. You must be able to make the commitment to provide specialized care if needed for short or extended periods of time until the animal is well enough to come back to the shelter. You must be able to work independently but be able to follow exact instructions. Must own your own home or have written permissions from your land lord. The primary caregiver for the foster animal must be at least 18 years of age.

## **Job Title: Community Outreach/Humane Education Volunteer**

**Time Commitment:** Varies according to event/project.

### **Duties:**

As a **Humane Educator** your job will be to get the word out about animals and animal issues. Duties also include:

- giving educational tours of WHS to groups of students
- leading group activities for community service groups

- assisting in teaching children about animal care issues
- a Humane Educator should also have the ability to communicate with and feel comfortable with children ranging in age from 5-18.

**As an Outreach Volunteer** you will act as ambassadors, educating the community on the services and programs offered at WHS. Duties include:

- passing out literature
- answering animal related questions
- soliciting donations
- canvassing communities with license forms

**Qualifications:** Must be at least 18 years of age. Completion of Volunteer Orientation and on-the-job training by qualified WHS staff or volunteers. You should:

- possess excellent communication skills
- enjoy interacting with large and diverse groups of people
- be able to work independently or in a team environment
- have a concern for and a humane attitude toward the care and treatment of all animals.

### **Job Title: Special Events/Fundraising Volunteer**

**Time Commitment:** Varies. At least one meeting a month. Hours and times will increase during peak times before and after events.

**Events could include:** **Dog Days of Summer Fun Run/Walk & Festival**  
**Masquerade Gala Auction Fundraiser**

**Duties:** You will:

- assist with planning and implementation of WHS fundraising and special events
- participate in assigned projects and tasks such as: solicitations of sponsorship and vendor donations; invitation design and mailing; event planning and coordination.

**Qualifications:** Must be at least 16 years of age. Completion of Volunteer Orientation. You should:

- have excellent "people person" skills
- enjoy planning and working on events
- be detail oriented
- enjoy working both independently and as a team member

**Job Title: “Paws Awhile” Volunteer - The WHS Eclectic gift shop**

**Time Commitment:** At least three hours every other week for a minimum of 6 months.

Paws Awhile is located at 1200 10<sup>th</sup> Street in Historic Fairhaven and features new and quality used items donated by the community. Proceeds from Paws Awhile go directly back to the Whatcom Humane Society.

**Duties:** You will assist in the daily operation of the store by:

- providing customer service
- running the cash register
- accepting donated items
- answering the phone
- creating displays

**Qualifications:** Must be 16 years of age or older. Completion of Volunteer Orientation and on-the-job training by qualified PAWS Awhile staff and volunteers. You should:

- have excellent customer service skills
- enjoy working with the public
- be detail oriented
- enjoy working in a team environment

**Job Title: Bunny Brigade/Rat Pack**

**Time Commitment:** At least one hour twice a week for a minimum of 6 months.

**Duties:** Small animals need to be held and socialized on a daily basis. If not, they become stressed and bite, then become difficult to adopt.

- socialize and play with rats, mice, gerbils, guinea pigs and rabbits
- spot cleaning kennels and cages
- minor grooming
- take rabbits to rabbit exercise pen at Williamson Way facility and watch out for the rabbit's safety while in pen

**Qualifications:** Must be at least 16 years of age or in a Partner Up team. Completion of Volunteer Orientation and Small Animal Handling classes. You should:

- feel comfortable with small animals
- be willing to work with unsocialized or scared animals
- must adhere to all WHS safety and small animal handling regulations

**Job Title: Farm Animal Friend Volunteer:**

WHS provides housing and care for these animals at a 10 acre off-site facility located in Everson.

**Time Commitment:** At least twice a month for 3 hours each visit for a minimum of 6 months.

**Duties will include:**

Will provide cleaning, care and socialization for a variety of livestock including, but not limited to, horses, pigs, goats, sheep, chickens and cows.

Cleaning barn stalls and outdoor animal enclosures

Grooming horses and other livestock animals

Feeding animals

Exercising and socializing animals – **does not include riding**

Ground work duties available for the very seasoned/experienced volunteers only

**Qualifications: Farm Animal Friend Volunteers must be at least 14 years of age (14-17 years of age must be accompanied by a parent or guardian participating as a Farm Animal Friend and Volunteer at all times) and have prior experience working with horses and other livestock.**

Reliable transportation to get to and from the farm facility is necessary and volunteers must understand the risk associated with working around large animals in barn and outdoor environments.

**Whatcom Humane Society  
3710 Williamson Way Bellingham, WA 98226**

**VOLUNTEER APPLICATION**

Volunteer Job(s) Requested: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer / School: \_\_\_\_\_ Occupation: \_\_\_\_\_

May we call you at work? \_\_\_\_\_ Are you under 16 years of age? \_\_\_\_\_

In Case of Emergency:

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

**Are you able to make at least a six month commitment to WHS?** \_\_\_\_\_

How often would you like to volunteer? \_\_\_\_\_

Which days/hours would you be available? \_\_\_\_\_

Describe any previous volunteer experience? \_\_\_\_\_  
\_\_\_\_\_

Besides a love for animals, what would you like to get out of volunteering at WHS?  
\_\_\_\_\_  
\_\_\_\_\_

What are your thoughts about euthanasia (humanely put to death)? \_\_\_\_\_  
\_\_\_\_\_

Any special skills/talents you would like to put to use? \_\_\_\_\_  
\_\_\_\_\_

Would you enjoy working with people, animals or people AND animals? \_\_\_\_\_  
\_\_\_\_\_

Are there any duties you would prefer not to perform? \_\_\_\_\_

Describe your experience working with the public: \_\_\_\_\_

\_\_\_\_\_

Describe your experience working with animals: \_\_\_\_\_

\_\_\_\_\_

Do you have companion animals living with you? If yes, what types? Are they spayed/neutered?

\_\_\_\_\_

\_\_\_\_\_

Please list any animal organizations to which you belong: \_\_\_\_\_

\_\_\_\_\_

Have you had a tetanus shot within the past seven years? \_\_\_\_\_

Do you have any physical, medical or psychological limitations that would affect your volunteer duties (such as a heart condition, back injury, allergies, pregnancy)?

\_\_\_\_\_

Are you interested in volunteering to fulfill community service requirements through school or court? If so, please list the agency, contact person and the hours you are required to volunteer

\_\_\_\_\_

\_\_\_\_\_

Please rate the following from 1 to 5 (1 = very much in favor, 5 = very much opposed)

\_\_\_\_\_ Spaying/Neutering \_\_\_\_\_ Animals in entertainment (Rodeo's, Circus)

\_\_\_\_\_ Exotic Pets \_\_\_\_\_ Declawing cats

\_\_\_\_\_ Animal research and testing \_\_\_\_\_ Native wildlife as pets

How did you find out about the Whatcom Humane Society?

\_\_\_\_\_

I give my permission to Whatcom Humane Society to verify any of the above information. I understand I must attend a Volunteer Orientation and any relevant training classes before I will be able to volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_