



BLOOMFIELD ANIMAL SHELTER VOLUNTEER PROGRAM APPLICATION

Bloomfield Animal Shelter

61 Bukowski Pl

Bloomfield, NJ 07003

P: 973-748-0194 | E: volunteeratbas@gmail.com

www.bloomfieldshelter.com

PLEASE PRINT LEGIBLY

PERSONAL INFORMATION:

Full Name:	Date:
Email Address:	Phone #:
Address:	
City:	State/Zip:
Occupation:	Employer:
Emergency Contact Name:	Emergency Contact #:

***PLEASE NOTE: The minimum age for volunteering is 18 years old. Any volunteer of ANY age can be discharged from the Volunteer Program at any time due to breach of Volunteer Code of Ethics.**

AVAILABILITY: *PLEASE CIRCLE EACH SHIFT BOX INDICATING YOUR AVAILABILITY*

MON	TUES	WED	THURS	FRI	SAT	SUN
9:00am-1:00pm	9:00am-1:00pm	9:00am-1:00pm	9:00am-1:00pm	9:00am-1:00pm	9:00am-12:00pm	9:00am-12:00pm
2:00pm-5:00pm	2:00pm-5:00pm	2:00pm-6:00pm	2:00pm-5:00pm	2:00pm-5:00pm	1:00pm-5:00pm	1:00pm-5:00pm

***PLEASE NOTE: The above shift blocks indicate when the shelter is open. Volunteers are not required to stay for entire duration of shift and are not permitted on grounds when Shelter is closed. Volunteers are expected to participate at least 1xweek, when availability permits.**

GENERAL INFORMATION: **Please tell us about yourself. For example, why do you want to volunteer with us? Do you have any pets? How long do you plan to volunteer with us? Is there anything you would like to learn?*

HOW CAN YOU HELP?



Please check areas of interest. Training is required and provided for all areas.

ON-SITE VOLUNTEER TASKS:

ANIMAL CARE:

_____ **Cat Room Attendant**- assists with routine cleaning of cages and litterboxes, refills water and food bowls, socializes during adoption hours, introduces interested adopters to available cats, etc.

_____ **Dog Walker**- follows color chart and schedule to provide routine walks, removes food bowls from indoor and outdoor kennels, provides indoor and outdoor kennels with clean bedding, refills water bowls, etc.

FACILITIES:

_____ **General Duties**- assists with daily laundry, cleaning of dog and cat kennels, soiled water bowls, food bowls, and litter pans, organization of donations, etc.

_____ **Grounds-keeping**- assists with gardening, leaf removal, etc. *weather permitting

OFF-SITE VOLUNTEER TASKS:

_____ **Fostering**- provides care to animal as directed by Shelter Manager. Please ask for more information and Volunteer Foster Application.

_____ **Supporters of the Bloomfield Animal Shelter 501©(3) Non-Profit Group**- While caring for our animals is our top priority, raising funds is a necessity. Volunteers are encouraged to assist SOBAS with off-site efforts, which include donation drives, fundraisers, adoption events, community fairs, grant writing, community outreach, etc. **To participate, please contact SOBAS via email sobasnj@gmail.com.**

WE VALUE YOUR INPUT. IF YOU WOULD LIKE TO HELP US IN OTHER WAYS, PLEASE LET US KNOW:

Thank You for Your Interest



BLOOMFIELD ANIMAL SHELTER VOLUNTEER CODE OF ETHICS

We value all volunteers that choose to make a positive contribution and difference in the lives of the animals at our shelter. As a volunteer representing the Bloomfield Animal Shelter, your conduct and interaction with staff, other volunteers, and the public is expected to always be professional and courteous. By volunteering, you are making a commitment to staff and the animals to carry out, to the best of your abilities, the tasks you have pledged to perform.

The **Volunteer Code of Ethics** clarifies the expectations and principles for the Bloomfield Animal Shelter volunteers. Should a volunteer display unprofessional, dishonest, disrespectful or neglectful behavior or exhibit a lack of self-discipline, he/she will be asked to leave the premises. Such a behavior could be grounds for termination of volunteer status. **RESPECT, SAFETY, & QUALITY IS OUR GOAL.**

As a Bloomfield Animal Shelter Volunteer, I pledge to:

- Respect others at all times
- Display courtesy, sensitivity, consideration, and compassion for all people and animals
- Use good judgement in recognizing the scope of authority of staff members
- Keep safety at the forefront of volunteer activities
- Follow all rules presented to me in training to maintain safe shelter practices
- Use equipment and supplies as they are intended
- Report any injuries to a staff member immediately
- Perform all tasks to the best of my ability
- Ask for help when needed

Self-Discipline

- Recognize my limitations and those of others
- Set boundaries for myself – know my limits with the animals and other activities
- Hold myself accountable for the commitments I undertake

Communication

- Advise staff of relevant information regarding the animals and my involvement at the shelter
- Listen to the needs of others
- Recognize I communicate both verbally and non-verbally

Commitment

- Respect that people and animals count on me to honor my commitments
- Recognize that true commitment comes from within
- Work together with staff and other volunteers to meet BAS's goals

Welfare

- Value my role in the maintenance and growth of the organization
- Strive to promote a positive environment
- Respect and support all people and animals



BLOOMFIELD ANIMAL SHELTER VOLUNTEER WAIVER & RELEASE FORM

I authorize the Bloomfield Animal Shelter to seek emergency medical treatment for me in case of an accident, injury or illness and to hold BAS harmless in such an event. I understand that under the Bloomfield Animal Shelter Worker Compensation Policy, volunteers are not eligible for coverage for injuries sustained while volunteering at the shelter or any other Bloomfield Animal Shelter sponsored events.

I waive all claims against the Bloomfield Animal Shelter, the Township of Bloomfield, the County of Essex, or the State of New Jersey, and/or their members, directors, employees and volunteers for all personal injury and property damages resulting from volunteer work for the Bloomfield Animal Shelter.

I understand that during my time at the Bloomfield Animal Shelter I may be photographed. I authorize the Bloomfield Animal Shelter to use photographs of me in promotional materials, volunteer interest stories, brochures, newsletters, or in other professional capacities.

I have volunteered to care for and interact with the animals at the Bloomfield Animal Shelter. As a volunteer, I agree to follow all rules, policies, and procedures of the Bloomfield Animal Shelter while volunteering for the shelter in any capacity.

I assume all risk associated with volunteering, and understand that the Bloomfield Animal Shelter offers no warranty or guarantee as to the animals' physical condition, health, or ability to cohabitate with persons or other animals. I agree to indemnify and hold the Township of Bloomfield and the Bloomfield Animal Shelter harmless from any damage to myself or my property, or the person and property of third persons, resulting from my volunteering in any capacity. I assume responsibility for my own safety during these activities.

Volunteer Signature

Date

Date of Volunteer Orientation (to be completed by staff/management): _____

Shelter Manager Signature

Date