



Volunteer Application Package

1. Information & Instructions

Thank you for your interest in volunteering at the Ottawa Humane Society. We greatly value the work of our volunteers, and we welcome new volunteers throughout the year to help Ottawa's animals. Please read the following instructions carefully to help you complete the volunteer application package. **Please note, only applicants whose skills match the needs of the organization will be contacted for an interview.**

If you have any questions, please contact our volunteer department at volunteer@ottawahumane.ca or by telephone at **613-725-3166 ext. 231**.

a) Basic Requirements for Volunteers:

- Volunteers must be able to commit to a minimum term of one year.
- Volunteers must be at least 18 years of age.
- Volunteers must be able to work safely around animals.
- All volunteers must complete a Criminal Record Check.
- The OHS does not accept students completing high school community service hours.

b) Application Instructions:

- Complete the personal profile (section 2).
- Identify the areas you would like to volunteer (section 3). For more information about each volunteer program, we encourage you to access our website at www.ottawahumane.ca. If you are interested in becoming a foster volunteer, please download our foster volunteer application package from our website or contact our volunteer department.
- Review and sign the volunteer agreement (section 4).

c) Next Steps:

- Please return the completed application package to the OHS by email at volunteer@ottawahumane.ca or by fax at 613-725-5674.
- If we do not have volunteer opportunities immediately available, your application will be kept on file for 2 months.
- Applicants accepted for a volunteer position must complete a Criminal Record Check before beginning their volunteer duties. The OHS will supply new volunteers with a letter of submission to bring to the police station. There is no fee for the Check, but there is an average processing time of 2-3 weeks. The OHS will accept Criminal Record Checks completed within the last year.
- Successful applicants will be required to attend a volunteer orientation session.

2. Personal Profile

Name: _____
Address: _____ Postal Code _____
Phone: Home () Work () Cell ()
E-mail: _____
Employer: _____ Occupation: _____

Do you have access to a vehicle? Yes No

Do you have any health or other issues that prevent you from working safely around
all species of animals? Yes No

If yes, please describe: _____

Please provide the name and phone number of one emergency contact:

Name: _____ Phone: () _____

Why are you interested in volunteering at the OHS?

Please list your availability for volunteer work (i.e. specific afternoons, weekends, weeknights etc.):

Please list any skills or experience that would be helpful to your volunteer work at the OHS.

Please list your previous volunteer experience.

I certify that the above information is true and correct. I understand that any falsification of the above information may be grounds for denial of this application or termination of my volunteer status. I acknowledge that this application remains the property of the Ottawa Humane Society.

Signature: _____ Date: _____

Personal information provided by you may be used pursuant to the OHS Privacy Policy available online at www.ottawahumane.ca or by contacting the Privacy Officer at 613-725-3166 ext. 232. Information may be used for purposes of follow-up, future OHS communications and solicitations, and statistical analysis.

3. Choosing a Volunteer Program

Please indicate the programs that are of interest to you. **Please check all that apply.**

Program	Description	Mandatory Qualifications	Commitment
<input type="checkbox"/> Dog Walking	Walking dogs from OHS Adoption Centre in all kinds of weather.	-Previous experience with large dogs and dog training.	At least two hours per week.
<input type="checkbox"/> Dog Socialization	Individual dog obedience, facilitating training courses and/or playgroups	- Facilitating obedience courses and/or individual dog training	At least one morning or afternoon weekly.
<input type="checkbox"/> Humane Education	Presenting Humane Education curriculum to elementary and high school children.	-Access to a vehicle. -Comfortable with public speaking.	At least two 1 hour presentations per month. Weekdays, October-June.
<input type="checkbox"/> Brightening Lives	Bring companion animals to visit local seniors' residences, hospitals, and social service agencies.	-Access to a vehicle. -Must have an animal companion that is deemed suitable for the program by the OHS.	2-3 hours weekly for a minimum of one season (September to end of May).
<input type="checkbox"/> Office Support	Administrative duties such as data entry, filing, phone calls, photocopying, and rolling coins	-Office and computer experience. -Strong organizational and interpersonal skills.	At least one morning or afternoon weekly.
<input type="checkbox"/> Grooming	Groom animals from Adoption Centre	-Professional grooming experience.	At least one morning or afternoon weekly.
<input type="checkbox"/> Retail	Merchandising and stocking items, helping customers, other duties as assigned by Retail Coordinator	-Customer Service and retail experience	At least one morning or afternoon weekly.
<input type="checkbox"/> Driver	Picking up animals, doing deliveries (mostly during the daytime), picking up coin boxes from locations throughout the city.	A driver's license and safe driving record.	Scheduled as required.
<input type="checkbox"/> Special Events (Walkathon, Santa Pet Pics, Bunny Snaps, etc.)	Helping on the day of the event for a specific assigned shift or duty.	-Depends on assignment. -Reliability.	Varies. (Usually weekends.)

4. Volunteer Agreement

I hereby agree to accept a position in a **voluntary** capacity as a **volunteer** for the Ottawa Humane Society (hereinafter referred to as the OHS).

Ottawa Humane Society will:

- Provide the volunteer with such training, supervision, staff support, work space as the OHS deems necessary to enable the volunteer to perform his/her donated support services.
- Offer an orientation for all volunteers.
- Provide a Manager of Volunteers available for discussions concerning any problems or suggestions
- Provide all volunteers with a copy of the OHS complaints procedure.

As a Volunteer I:

- understand volunteers must be at least **18 years** of age
- recognize that my services are provided strictly in a voluntary capacity, and without any compensation, salary, employee benefits, including employment insurance programs, worker's compensation or payment of any kind
- agree not to represent the OHS outside my capacity as a volunteer
- agree to be present for scheduled shifts and to carry out duties promptly and reliably
- agree to familiarize myself and comply with the OHS's policies and procedures
- agree to hold absolutely confidential all information that may be obtained, directly or indirectly, concerning clients, animals and staff. I agree not to seek to obtain confidential information from clients or others
- agree to waive on behalf of myself, and my heirs, administrators and assigns, to be deemed to have waived, any and all claims against the Ottawa Humane Society, its officers, employees or agents from any and all liability, including claims for damage, injury or loss of earnings as a result of injury or accident in connection with volunteering. Further I indemnify and save the OHS, its officers, employees and agents from any and all liability insured by any or all of them, whether resulting from this contract or a breach thereof of my volunteer work
- fully understand and agree that either failure to comply with any and all of the obligations outlined in the Volunteer Agreement or for any reason whatsoever, while performing my volunteer services, the OHS, at its sole discretion, may immediately terminate my services

I have read and understand each of the above conditions. My signature below indicates that I agree to comply with them.

Printed Name

Signature

Date

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