



# Eagle County Animal Shelter & Services

## Volunteer Program Information

**Our Mission:** We provide care and shelter to animals in need while maintaining a safe community where we promote responsible pet ownership through outreach, education and enforcement.

**Responsibilities and Dedication:** All animals at Eagle County Animal Shelter & Services are to be treated with respect and kindness. Any rough handling is strictly forbidden. Our volunteers are expected to support our mission, both inside and outside the shelter facility.

**Standards of Conduct:** All of our volunteers are expected to conduct themselves in a professional manner when dealing with the public, other volunteers, and staff. We appreciate your knowledge and insight when speaking to interested parties about the animals and if you are unsure about an animal, please ask a staff member.

**Safety:** All volunteers are required to sign a waiver form before any volunteering may begin. These forms are located at the back of this packet. Volunteers are also required to attend a volunteer training class where safety measures will be explained.

**Clothing:** Wear comfortable clothing that you don't mind getting wet or dirty. Wear shoes that are close-toed and rubber soled. At your training session, you will receive a volunteer name tag with a lanyard that we ask you wear when you volunteer. That way, interested adopters will know your status and may ask questions concerning the animal you are working with. Who knows, you may get an animal adopted during your shift because of your help!

**Supervision:** All volunteers are supervised by the Eagle County Animal Shelter & Services staff. If there is a problem, please bring it to the attention of the staff.

**Children under the age of 16:** We appreciate all our volunteers of every age and want everyone to have a positive experience. Children under the age of 16 are always welcome, however they must be accompanied by an adult who has taken the training class.

**Scheduling:** Although we do not have a set schedule for our volunteers, we ask that you give at least a 3-6 month commitment and come volunteer at least once a week. That way, the staff gets to know your face and you get to know the animals and staff better.

**Holidays and Shelter Closings:** The shelter observes most major holidays and will be closed to volunteers and the public on those days. At this time, we are only utilizing our volunteers during the week, Monday through Friday. We hope to open up on Saturdays in the future and would love volunteer help on those days as well. Sundays are always closed to the public and volunteers.

**Friends of Volunteers:** Volunteers may not bring friends in to assist them. If friends are interested in volunteering, they will need to fill out an application and attend a volunteer training.

**Bulletin Board:** Please check the bulletin board for any changes to policies, events, or other important information. If you have any questions or comments, please let the front desk know.

**Smoking:** Smoking is not permitted anywhere in the building or when walking the dogs.

Thank you for your interest in our volunteer program. Our shelter would not be a success without the dedication of our volunteers. Each one of you is an important asset to our shelter and animals. Let us know if there is anything we can do to make your volunteer experience more enjoyable.



## Guidelines for Handling Dogs:

Only walk one dog at a time. Check our board to see who has been out for the day and who hasn't. Most of our dogs use a gentle leader or a harness to remove pressure from their neck and airway. If you are unsure about using one of these, please let a staff member know and they can assist you.

Please make sure you are taking the dog out for at least 15 minutes but no longer than an hour. Potential adopters may be waiting to meet the dog and we want to make sure the dog is close by.

When taking a dog out, please use the outside kennel area; do not walk the dog through reception and/or near the cats. If the outside gate is locked, please let a staff member know so we can unlock it for you.

Volunteers are responsible for cleaning up all defecation while on a walk or in the outside play area. There are clean up bags provided but if you can't find one, let us know.

If young children are accompanying you on a walk, please use discretion when handing over the leash to them. You can always use two leashes to walk a dog, one that you hold onto and the other that the child holds onto. We want all of our volunteers and shelter dogs to be safe!

While on a walk, please do not go onto the WECMRD athletic fields. You can walk through the parking lot to the bike path and down towards to fairgrounds, near the river. Never let a dog off leash unless you are in the enclosed pens out front.

Do not put any dogs together unless it is written on the board that they can play together. If you have a question about taking two dogs out on a walk with another volunteer, please ask the front desk. Some of our dogs may seem sweet to humans, but may be dog aggressive. Again, safety is our main concern!

Please use approved dog toys only and refrain from bringing treats from home. We offer dog treats at the front desk that you may use. Some of our dogs are on special diets or have food allergies and we want to make sure they are being taken care of properly.



## Guidelines for Handling Cats:

Please use hand sanitizer before and in between each cat visited.

Only open one kennel and handle one cat at a time, unless a kennel has multiple cats or kittens. If you are curious if two cats get along, please look at the white board, cat buddies will be listed, or ask a staff member.

You may give a cat water but no food or treats. We have our cats on a special diet so they remain healthy in our care. And please NO CATNIP. Catnip can sometimes have adverse effects on cats in a shelter environment.

Most of our cats love to be brushed, please use the brushes provided, one brush per cat. If you use any of the cat toys, please put them away when you are done playing.

You are welcome to take a cat into the cat play room. Please remember to put the cat back after you are finished and pick up any toys you took out.



## Guidelines for both Dogs and Cats:

Never leave an animal unattended at any time!

It is very important to put the dog or cat back in its original kennel. This will help us prevent cross contamination and keep our animals healthy.

If you notice a health issue with any of our animals, please let a staff member know. This may include vomiting, diarrhea, skin issue, limping, sneezing or coughing. We want our animals to stay healthy!

If you are injured in any way by an animal, please notify a staff member. We will instruct you on the necessary treatment and have you fill out an incident report.

## **Volunteer Opportunities at our Shelter:**

### **1) Dog-walking**

Taking our adoptable dogs out on 15-60 minute walks near the shelter, or playing with them out in one of our outside play areas.

### **2) Cat socialization/Cat TLC**

Giving love and attention to our adoptable cats, this may include brushing or grooming.

### **3) Dog grooming/bathing/TLC**

Sometimes our dogs come to us in pretty bad shape, we would love to have some beauticians come in and help us bathe and brush our dogs to make them beautiful for their new home!

### **4) Foster parent**

Sometimes our animals flourish better in a home setting instead of a shelter. Animals that may be recovering from surgery, illness, bottle babies, or just socially awkward/stressed animals that need a break from the shelter atmosphere are just some of the pets that may need to be placed in a foster home. If interested, speak to one of our staff members, we have a foster application for you to fill out!

### **5) Special Events**

Our shelter participates in a variety of events throughout the year and always need volunteers to help make the events successful. Some of the jobs consist of transporting animals, assisting with the public, assisting with the animals, and promoting the shelter.

### **6) Off-site hiking or socialization time**

What is better than taking a hike on a beautiful Colorado day? Taking a hike with a shelter buddy! We have dogs that would love a longer walk somewhere different than the normal daily stroll. These dogs usually have energy to burn and would like nothing more than to hike through the mountains (on leash) with a loving volunteer. We have information on different hikes in the town of Eagle if interested.



Eagle County Animal Shelter & Services

**VOLUNTEER INFORMATION**

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

Minor Volunteer Name: \_\_\_\_\_

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

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

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you have previous volunteer experience with animals? If so, please list the organization and your level of experience: \_\_\_\_\_  
\_\_\_\_\_

Why do you want to volunteer at Eagle County Animal Shelter & Services?  
\_\_\_\_\_  
\_\_\_\_\_

What are you interested in? Please circle all that apply...

Volunteering with Dogs

Special Events

Volunteering with Cats

Fostering

Please list any special skills or training that might apply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Waiver and Release of Liability**

**PLEASE READ CAREFULLY**

**THIS IS A RELEASE OF LIABILITY AND WAIVER OF LEGAL RIGHTS**

I have elected to work with animals sheltered at Eagle County Animal Shelter & Services in a community volunteer capacity. I am aware of the fact that I may incur injuries to person or property through these activities and it is my intention to fully assume the risk of any such losses, injuries, and/or any related expenses. I also understand that my participation in this activity is dependent upon my knowing and voluntary execution of the release. I understand that working with animals has inherent risks, danger, and hazards for any person that cannot be eliminated. It is my intention to waive and relinquish any claims which I might have against Eagle County, their officers, directors, managers, agents, servants, or employees, in the event I should sustain an injury to person or property, whether minor or severe, resulting from my volunteer service. I understand and acknowledge that should I incur an injury as a result of my volunteer service, I am solely responsible for any costs of medical expenses and that no coverage or insurance shall be provided under any policy of insurance held by Eagle County. By executing this release of liability, I signify that I have read the contents of this agreement and I fully understand that the purpose of this agreement is to prohibit any civil suit against Eagle County, its officers, agents, directors, managers, servants, sponsors, and employees as a result of any injuries which I might sustain during my volunteer service, whether they be minor, severe, temporary or permanent, or even fatal. I understand that Eagle County shall rely upon the release and waiver and that I am not permitted to complete my volunteer service without it.

**I certify that I am 18 years of age, or older, and that I have read and fully understand this waiver. (If under 18 years of age, this Agreement must also be executed by a parent, guardian, or custodian of a minor.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Parent or Guardian Signature)

\_\_\_\_\_

(Emergency Phone Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Print Name)

DATE \_\_\_\_\_