

CLARK COUNTY ANIMAL SHELTER

VOLUNTEER INFORMATION SHEET

NAME _____ BIRTHDATE _____

ADDRESS _____ CITY _____ ZIP _____

PRIMARY PHONE _____ TEXT OR CALL

E-MAIL ADDRESS _____ DRIVER'S LICENSE # _____

EMERGENCY NOTIFICATION (Person to call in case of an emergency)

NAME _____ PHONE _____ RELATIONSHIP _____

WHEN ARE YOU AVAILABLE? CIRCLE ALL THAT APPLY.

Monday AM PM Wednesday AM PM Friday AM PM Sunday AM PM
Tuesday AM PM Thursday AM PM Saturday AM PM

PLEASE CIRCLE THE VOLUNTEER AREAS THAT MOST INTEREST YOU.

Office	Adoption Events	Education
Organizing	Special Events	Fundraising
Graphic Design	Walk the dogs/Socialize Pets	Photography
Spay & Neuter Clinics	Youth Involvement/Projects	

WHAT SKILLS/TALENT/HOBBIES/TRAINING DO YOU HAVE? CIRCLE ALL THAT APPLY.

Teaching	Art Work/Posters	Customer Service	Grooming
Dog Training	Photography	Fundraising	Computer
Veterinary Work	Other _____		

RELEASE OF LIABILITY

I, in exchange for my being permitted to work as an Animal Shelter Volunteer, hereby agree to release the Clark County Fiscal Court/Clark County Animal Shelter and hold it harmless for any and all liability for any injury or damage I may receive while volunteering as an Animal Shelter Volunteer, whether I am at the Animal Shelter or volunteering at an off-site location. I, further hereby acknowledge that as a volunteer, I may not be eligible for Worker’s Compensation and agree to hold the Clark County Animal Shelter harmless for same.

Signature

Date

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief. I understand that misrepresentation, falsification, or omission of material may be cause for rejection of my application or for my termination after selection into the Volunteer Program at the Clark County Animal Shelter. I understand and agree that statements made in this application may be subject to verification concerning same and I hereby release any such person from any and all liability for any damage whatsoever incurred in furnishing such information. Furthermore, I authorize the Clark County Fiscal Court/Clark County Animal Shelter to make all necessary and appropriate investigations or background checks to verify the information contained herein.

Signature

Date

RECEIPT OF VOLUNTEER POLICIES

I have received and reviewed the Volunteer Packets and agree to abide by all rules and regulations therein.

Signature

Date

I, hereby acknowledge that, if I am selected as part of the Clark County Animal Shelter Volunteer Program, I serve at the will and pleasure of the County, the elected officials, or the agent, and that I may be released as a volunteer at any time, for any cause or reason, or for no cause or reason at all. I also understand and agree that regardless of any oral or written representations made by the County, its elected officials, employees, agents or any other person, my participation in the Clark County Animal Shelter Volunteer Program will continue to be at the will and pleasure of the County, its elected officials or agents. I also understand that no ordinance, resolution, code, order, minutes, rules, regulations or any other document shall be construed by me as an expressed or implied, contract modifying in any way, serving the Animal Shelter Volunteer Program at will, unless such documents expressly states that it is intended as a Volunteer Contract and that it is intended to expressly change or modify my individual participation as a Volunteer with the Clark County Animal Shelter.

Signature

Date

WELCOME LETTER

On behalf of the Clark County Fiscal Court and Clark County Animal Shelter, I want to welcome you to the Clark County Animal Shelter Volunteer Program. We are pleased that you desire to give your time and efforts to assist us with our customers and in caring for the animals in our facility.

The task of helping animals is not always an easy one, but it can be a very rewarding experience. You may be motivated to seek volunteer opportunities with us for a variety of reasons: your love of animals, desire to serve your community, desire to develop your personal skills or other reasons. Whatever prompted you to consider giving your time to the Clark County Animal Shelter and the animals we serve, will hopefully develop into a long relationship with us as we partner to make a difference within our community.

It is the Clark County Fiscal Court's hope that through the Animal Shelter Volunteer Program we can enhance our ability to promote animal awareness within the community, educate the public about responsible pet care, ownership and safety, and promote the need for responsible pet ownership.

While there will be some details to work through, such as completing a volunteer orientation, and accepting some hands on training before you start performing tasks for us, we are excited that you have an interest in working with us and look forward to meeting you, getting to know you and working together. Remember the staff is here to help you as you begin your volunteer work. Please don't hesitate to ask for assistance.

Welcome.

OUR MISSION

The Clark County Animal Shelter is an open intake animal control and animal sheltering facility that is supported by Clark County, Donations and Volunteers. We accept all stray and unwanted animals in Clark County. We also perform animal related neglect and abuse investigations for Clark County. We are striving to lower the number of unwanted and abandoned animals in our community. We are also striving to eliminate the unnecessary euthanasia of dogs and cats in our area. We require all animals adopted from the Clark County Animal Shelter to be Spayed or Neutered before going to their new home and we also provide low cost spay and neuter services for our community as funding allows.

The Clark County Animal Shelter is county operated and we are not a rescue facility. We strive to adopt all of our animals and work very close with rescue groups and other organizations to ensure our animals are placed in the best homes possible. We are proud that through these efforts we are able to place most of the animals that come into our care and euthanasia is reserved for extreme circumstances.

SERVICES WE PROVIDE:

Adoption Services at the shelter and offsite adoption sites (Tractor Supply, Petsense, etc.).

Lost and Found Services to reunite as many pets with their owners as possible.

Youth and Adult Education The Clark County Animal Shelter recognizes the important role that humane education plays in teaching the youth in our community about compassion and responsible pet ownership.

After Hours Emergency Service The Clark County Animal Shelter provides after hours response in order to protect the health and safety of the animals and the public. On-call animal control officers respond only to emergencies such as injured animals, vicious animals, animal bite cases, and animal cruelty which immediately threaten an animal's life.

Animal Cruelty Investigation Services The Clark County Animal Shelter is dedicated to the prevention of cruelty to animals throughout the county by enforcing State and Local Animal Welfare laws and ordinances.

Animal Control Services Animal Control Officers respond to calls for animals running at large and abandoned animals.

Spay & Neuter Assistance Animal Shelter staff work with rescues and funding partners to seek grants, supplies and partnerships to provide low cost spay & neuter services to our community. Spay & Neuter is the only way to lessen the number of animals in need.

Vaccination Clinics Animal Shelter staff work with veterinarians to offer low cost vaccination clinic to the general public to achieve healthier animals within our community and to comply with state regulations for zoonotic diseases.

Euthanasia:

Euthanasia is an unfortunate but necessary part of the work carried out by animal shelters across the country and a topic that most people would rather not think about. While it is probably the most difficult subject to understand, it is a very real part of the work conducted by animal shelters. Countless dogs and cats are brought to private and public animal shelters annually because they are unwanted, abandoned or lost. While an animal shelter may work very hard to place each of the animals they take in, there are always more animals received than there are people ready to adopt them.

At the Clark County Animal Shelter we do our best to place every adoptable animal that comes into our care. As animal lovers, we all share a common goal for the pets in our community. We want them to have a warm place to sleep, good food, a loving family, plenty of exercise and regular veterinary care.

From time to time we are asked why we are not a “NO KILL” facility. A no kill shelter is one that publicly announces that they will not euthanize pets at their facility. There are various reasons a shelter may make this decision, however in order to live up to the meaning of the words no kill once the shelter reaches its maximum capacity, they must turn incoming pets away. In anticipation of reaching a maximum capacity and having to turn incoming pets away, many shelters become selective when accepting pets and only receive the ones they believe will have the best chance at adoption. What happens to the pets that

are turned away? Does the owner find another alternative way to get rid of the pet?

The Clark County Animal Shelter is an open admission facility and does not limit the animals we take in or turn away a person's pet. No matter what the animal's health condition, temperament, or injury we must take them.

If it is decided that euthanasia is the most humane option for an animal due to health or temperament this procedure is carried out by a licensed veterinarian. It is unfortunate that this procedure must be conducted and it is no doubt very difficult for our staff. We ask you to respect the decisions our staff must make at times and to be sensitive. We do not want to add to our staff's challenges by insinuating that they are the "bad guy", "culprit" or reason why this task is performed. Our staff works tirelessly to lessen the instances this procedure is needed and reserve this outcome for extreme cases.

Hours of Operation:

Clark County Animal Shelter
5000 Ironworks Road
Winchester, KY 40391
859-737-0053

Open Tuesday - Saturday 10:00 am - 4:00pm
(Staff Report Tuesday - Saturday 8am - 4:30pm)
Sunday - Monday Closed
(Staff Report at various times to provide care)

Animal Control is On-Call for Emergencies when closed

Volunteer Position Description

1. **Administrative Support:** Provides assistance to the Animal Shelter staff with office operations such as assisting with information, adoptable animal photo production, filing, typing and other office work as needed.
2. **Special Events:** Assists with a variety of special events including offsite adoption events, fundraisers, etc.
3. **Adoption Counselor:** Introduce potential adopters to animals, socialize and exercise adoptable animals, escort clients through the adoption area pointing out specific animals that may be suitable for their lifestyle, professional approach to handling the animals and dealing with the public.
4. **Grooming:** Bathes, brushes, maintains the overall appearance of the animals when ready for adoption.
5. **Humane Education:** Assists Animal Shelter Staff with humane education programs. Topics covered include but are not limited to pet care, responsible pet ownership and pet adoption.
6. **Landscaping and Ground Maintenance:** Maintain the general landscaping of the grounds by weeding, raking, mowing and cleaning up the grounds around the Shelter.
7. **Dog Walker:** Exercise our shelter dogs and aide in teaching the basic commands so that they are ready for their new homes.

ALL VOLUNTEER POSITIONS WILL REPORT TO THE SHELTER DIRECTOR OR VOLUNTEER COORDINATOR.

Volunteer Conduct:

As a representative of the Clark County Animal Shelter it is important that you be familiar with its policies and procedures when dealing with customers and shelter staff, you must be polite, courteous, and helpful. It is the policy of the Clark County Animal Shelter to provide a workplace that is free from discrimination and harassment, and one that promotes equal opportunity. Any type of harassment or discrimination based on a person's race, religion, color, national origin, gender, sexual orientation, etc. is prohibited.

Clark County Animal Shelter is a drug free workplace. We will take the steps necessary to ensure that its volunteers/employees perform their duties and responsibilities free of the influence of unlawful drugs and unimpaired by alcohol. The following activities are prohibited on the shelter premises or while conducting department business.

- 1) The unlawful manufacture, distribution, dispensing, possession or use of controlled substance.
- 2) No volunteer shall report for duties after having used a controlled substance.
- 3) No volunteer shall report for duties while impaired from the consumption of alcohol.
- 4) Volunteers are specifically prohibited from discussing any confidential aspect duties carried out at the animal shelter including but not limited to cruelty investigations, ownership of animals, and euthanasia with any staff member, Veterinarian, the public, or media.
- 5) No volunteer shall commit any crime while on the Clark County Animal Shelter premises.

Volunteer Hours & Scheduling:

Volunteers should schedule times when they would like to assist at the animal shelter. We are a small facility so it may be difficult to schedule many volunteers at the same time. Weather plays a big factor in scheduling volunteers. Inside space is very limited but during nice weather dogs can be walked and have outside playtime, photos and videos can be taken outside, etc. When you choose to volunteer our staff wants to be respectful of your time, not wasteful of it. Your time at the animal shelter makes a difference to our animals and our mission.

Most volunteers have busy personal schedules and we understand you may not be able to commit to a set schedule every week. We ask that you call or email a few days before you would like to come in so we can be sure there are volunteer opportunities available at that time. If you have last minute availability we still encourage you to reach out but please do not be discouraged if there are not volunteer opportunities at that time- we may still need you the next time you are available.

If you are scheduled to volunteer and cannot make it in we ask that you contact us at least 1 hours prior to your scheduled arrival to allow others the opportunity to fill that spot should they wish to do so.

Adoptions:

- 1) Volunteers must follow the same adoption process as members of the public. All applicable fees still apply.

Off Limit Areas:

- 1) Certain areas of the Shelter are off limits to Volunteers unless specifically authorized to enter. Please contact the Shelter Director for more information on off-limit areas.

Chain of Command:

- 1) Clark County Animal Shelter Volunteers will report to the Shelter Director or Volunteer Coordinator.

Attendance:

- 1) Volunteers are required to sign in when they arrive at the shelter and before entering the kennel area and sign out when leaving the shelter. This log will record the dates and the time spent as a Volunteer at the Shelter.

Removing Animals from their cage:

- 1) Volunteers will remove one animal at a time from their cage.

- 2) Volunteers will insure that the animal is returned to the same cage they were removed from.
- 3) Before removing any animal, check with the staff to insure it is safe to do so.

Bitten or Scratched:

- 1) A volunteer who has been bitten or scratched by an animal must report the incident immediately to a staff member and complete an incident report.

Dress Code:

- 1) Volunteers shall wear long pants and close toed shoes at all times. A plain colored t-shirt or collared shirt are preferred but not mandatory. No sleeveless shirts. If a volunteer is dressed inappropriately they may be asked to leave the shelter.

Dissemination of Information:

- 1) Any information pertaining to Animal Shelter records and cases which you may become privileged such as: names, addresses, or phone numbers are confidential and may not be discussed with others. Under some circumstances Animal Shelter Staff may be prohibited from discussing with you certain specific details regarding cases that are under investigation, or pending criminal action.
- 2) Volunteers are specifically prohibited from discussing any aspect of the Animal Shelter records and cases where there are pending criminal charges or a criminal investigation is being contemplated by officials with a representative of the media or group unless approved in advance by the shelter director.
- 3) The names and numbers for any veterinarian associated with the Shelter are not to be given to anyone outside of the Animal Shelter Staff.
- 4) Volunteer's personal information may not be disclosed, and will not be provided to anyone unless specifically authorized by the Volunteer.

Failure to work diligently or with a bearing consistent with the image of a Clark County Shelter Volunteer is prohibited.

Examples may include but not be necessarily limited to:

- A) Unnecessary shouting or using obscene language;
- B) Tardiness in reporting for assignments;
- C) Lack of courtesy to an individual, either on the phone or in person;
- D) Inappropriate handling of the animals
- E) Acting in a way that may reflect negatively on the Animal Shelter
- F) Portraying the Animal Shelter in a negative way or in a way that does not support our mission

Termination or Suspension of Volunteer Status:

- 1) All volunteers are required to be familiar with the rules and regulations contained within this manual.
- 2) Any violations of the rules and regulations contained in this manual or any action deemed unacceptable must be reported to the Shelter Director immediately.
- 3) All violations are to be documented and forwarded through the chain of command for appropriate corrective action by the Director of the Clark County Animal Shelter.
- 4) Corrective action types:
 - A) Verbal Counseling (must be documented and placed in Volunteer file)
 - B) Written Counseling
 - D) Termination of Volunteer status.
- 5) The Director of the Clark County Animal Shelter will have the final approval related to any corrective action related to a Volunteer.
- 6) Volunteers may request a review by both the Shelter Director and County Judge/Executive:
 - A) The request must be in writing.
 - B) The request must be within 5 days of the serving of the corrective action if the action taken was termination.
- 7) Volunteers may be asked to leave at any time by the Shelter Director if they feel that the Volunteer is a disruption to the work place.