



Volunteer Program

"Helping Hearts with Helping Hands"



OUR MISSION

To provide temporary care and shelter for stray, abandoned and relinquished animals, and to place as many as possible into responsible and caring homes. To create awareness and support for the humane treatment of all animals. To end animal overpopulation through education and the promotion of spaying and neutering.

HISTORY

The Animal Refuge League was established in 1911 on India St. by private subscription. In 1928, due to space limitations, it was moved to the corner of Center and Pleasant St. (Gorham's Corner). This \$15,000 shelter was personally funded by former Governor Percy Baxter. This second shelter provided 24 Hr service to the public, requiring a live-in superintendent. Whereas the facility on India St. handled about 150 dogs a month, the new one nearly tripled its capacity. By 1956 the Gorham's Corner shelter was considered too small and former Governor Percy Baxter, now an honorary director of the Animal Refuge League, funded a new \$50,000 complex, which was named after him. This new building is where we stand today in the rural setting on Stroudwater Street in Westbrook. This non-profit refuge for animals now services Portland plus 12 surrounding communities, and continues to make improvements to maintain a state-of-the-art shelter. A significant expansion occurred in 1974 and the Baxter Shelter currently cares for over 4,000 stray, abandoned, or owner surrendered animals each year

VOLUNTEER REQUIREMENTS

Volunteers must be at least 16 years of age to volunteer on their own. Ages 13-15 may volunteer if accompanied by a parent or guardian. All volunteers must have current health insurance. We strongly recommend that you have a current tetanus vaccine.

TIME COMMITMENT

We ask that you make a commitment of at least two hours a week for 6 months. Our volunteer hours are 8:00 A.M to 5:00 P.M. Monday thru Friday and 8:00 A.M. to 4:00 P.M. Saturday and Sundays.

VOLUNTEER OPPORTUNITIES

Administrative Assistant

Help with photocopying, mailings, filing, data entry, and donation acknowledgments.

Building and Grounds Maintenance

Working on various projects and building maintenance such as painting, changing light bulbs, and minor carpentry jobs.

Cat Adoption Counselor (must be 18yrs)

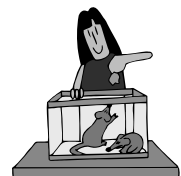
Assist potential adopters with their selection of an appropriate cat, and explain adoption procedures. Supervise the kennel areas and be available to answer the public's general questions.

Cat Caregiver

Assist with the general care of the cats, such as cleaning cages, checking food and water supply, grooming, and socializing the animals through affection and play.

Critter Care

Assist with cleaning cages for our rabbits and small animals. Spend time socializing, and getting them accustomed to being handled. Maintain cleanliness of the room and monitor food and water supplies.



Dog Walker (must be 16 yrs)

Help to socialize/exercise the dogs in our care by walking them on our mile long groomed trail system, and help to improve basic manners. Assist kennel staff with monitoring the public kennels for cleanliness.



Doggie R&R (must be 16)

Help to lower the stress and arousal level of the dogs by spending some quiet time, reading to them in their kennels. Time is also spent on improving general manners.

General Shelter Care

Assist with general cleaning, dishes, laundry, mopping floors, windows, organizing our storage areas, restocking supplies etc.

Greeter

Welcome the public. Answer basic questions and direct them to the adoption kennels. Receive in-kind donations and write out receipts.

Humane Education

Assist with presentations to local schools and community organizations. Presentations are pre-set and training is provided. Must be comfortable speaking in public and working with children of all ages.

Foster Home Provider

Foster homes are essential to our success as a shelter. We need committed individuals to care for mothers and their kittens or orphaned kittens in their homes until they are old enough for adoption (8 weeks of age). We also need foster homes for underage puppies or dogs who are in need of respite from the stress of the kennels, or in need of recuperation from a medical ailment. ***There is a separate orientation for this program, please call for dates.**

Transport Driver

Transport animals to/from spay neuter appointments, or exams. Transfer animals to other shelters or rescue groups as needed. Be responsible for cleaning crates upon return. *Must have your own vehicle, a valid driver's license and proof of insurance.*

Special Events

Assist with adoption promotion events at various stores, information booths at local events and businesses and help with fundraising events. Requires 1-2 weekend days a month for a 3-6 hour shift depending on assignment.

BENEFITS OF VOLUNTEERING



- An opportunity to help animals that have been misplaced in our community.
- An opportunity to expand your knowledge and experience of caring for shelter animals.
- The rewards of knowing that you are helping to build a better future for the animals at the shelter.
- A chance to meet other people with similar interests.

HOW TO BECOME INVOLVED

1. Submit a volunteer application. These can be downloaded from our website (www.arlgp.org), or picked up at the front desk
2. When a position matches your interests and availability you will be invited to attend a volunteer orientation. These are held bimonthly. If a position does not match up right away, your application will be kept active for 3 months.
3. Children under 13 yrs who want to contribute should call and speak directly with the education director regarding off site service projects, or e-mail her at kfobear@arlgp.org.

Location: 449 Stroudwater St* Westbrook, Maine* 04102

Mailing Address: PO Box 336* Westbrook, ME* 04098



VOLUNTEER APPLICATION

The Animal Refuge League welcomes your interest in joining our volunteer group and helping homeless animals. Please complete the application as best you can so that we can make an appropriate placement for you. You are welcome to attach your resume. Thank you!

Due to unknown vaccination history and temperament of many shelter animals, **volunteers must be at least 16 years of age** to work at the shelter or over the age of 13 if accompanied by a guardian who has met our volunteer requirements, including attendance at an orientation and any appropriate training sessions (guardian's application should accompany the minor's). **Volunteers are required to be covered by their own health insurance policy.**

Date of Application ___ / ___ / ___

Name:	Nickname:
Date of Birth: <small>(optional)</small> / /	<u>Or</u> are you over: 13yrs 16yrs 18yrs
Street Address	
City	State Zip
Home Phone:	Cell Phone: Work Phone:
E-mail Address:	
Occupation:	

Are you applying to fulfill community service hours? _____ (If 'no', skip to next page)
*****For under 35 hours of service, please complete the Community Service application*****

If this is a court requirement; fill out the following information:

Offense/conviction: _____

Case manager: _____

Phone Number: _____

**note that you will be required to submit the court ordered documentation*

If this is a school requirement: fill out the following information:

School : _____ *Grade:* _____

Teacher/counselor: _____

Phone Number: _____

Number of hours to be completed: _____ **Due Date** for hours: _____

Are you applying to volunteer on your own or through a social service organization (If so, please list the organization's name and contact information)?

How did you hear about our volunteer program?

website___ referral agency___ called/came in___ friend/relative___ other___

Have you ever been convicted of a felony? _____

What lead you to consider volunteering for the Animal Refuge League?

Do you currently own any pets? If so, what type? How many? Are they spayed/neutered? Are they current on vaccines?

Have you had any previous animal handling/training experience? Please explain.

Have you had any previous volunteer experience? (Please elaborate)

Experience or skills that you are willing to share with the League: (Please feel free to attach copy of your resume.)

Do you have any allergies (i.e. animals, latex), previous injury (i.e. tendonitis, back injuries), or other limitations that may require special accommodation or restrict your volunteer performance?

What are your expectations of volunteering with the ARL?

What is your level of education?

High school: Years attended? _____ Graduated? Yes_____ No_____
College: Years attended? _____ Graduated? Yes_____ No_____
Degree/Major _____

Please circle **all** the **time frames** when you might be available for volunteering:

Monday	7-11	11-2	2-5	Saturday	7-10	10-1	2-4
Tuesday	7-11	11-2	2-5	Sunday	7-10	10-1	2-4
Wednesday	7-11	11-2	2-5				
Thursday	7-11	11-2	2-5				
Friday	7-11	11-2	2-5				

How much time are you willing to commit on a weekly basis (min 2 hrs)? _____

Which volunteer job(s) are you interested in? (# your top 5 choices in order of preference)

- _____ Administrative Assistant
- _____ Building/Grounds Maintenance
- _____ Cat Adoption Counselor (must be at least 18yrs of age)
- _____ Cat Caregiver (cleaning/socializing)
- _____ Critter Care (small animal cleaning/socializing)
- _____ Dog Walker (must be 16 or older)
- _____ Doggie R&R (reading to the dogs) (must be 16 or older)
- _____ Foster Home Program (separate application & orientation)
- _____ General Shelter Care/Housekeeping
- _____ Greeter (front lobby)
- _____ Humane Education
- _____ Special Events/Adoption Promos
- _____ Transport Driver (vet appointments & transfers)(must be 21 yrs of age)

In addition, I may be interested in the following: **these jobs may be sporadic or on an as needed basis* (please circle all that apply)

Bird Care Canister Collection Disaster/Emergency Response

Do you have current health insurance? _____ If so who is your provider? _____

Do you have any questions or specifics concerns you would like to discuss in an interview?

Please list two references who are not family members:

Name	Relationship	Phone
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Name	Relationship	Phone
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In case of emergency, notify: _____ Relation: _____

Home	Cell	Work
Phone: _____	Phone: _____	Phone: _____

By signing this application you acknowledge that all information on this form is true to the best of your knowledge. That if selected, you are volunteering your services and will not receive any compensation, monetary or otherwise, for said services.

Signature _____ date _____

(All minors will be required to have a guardian co-sign a waiver prior to volunteering)

THIS SPACE IS FOR OFFICE USE ONLY

Interview date/time: _____

Interviewed by: _____

Position: _____

Schedule: _____

Driver's License
Number: _____

Proof of insurance: _____

Start Date: _____

Finish date: _____

Comments/Notes:

**Animal Refuge League of Greater Portland* PO Box 336* Westbrook, ME * 04098
Phone (207) 854-9771 * Fax (207) 854-4105
Visit our website at: www.arlgp.org**