



New Volunteer Information

Thank you for your interest in volunteering at the Animal Refuge League of Greater Portland. We are excited to connect with community members who are as dedicated and enthusiastic about animals as we are!

Our mission is to provide temporary care and shelter for stray, abandoned, confiscated and relinquished animals, and to place as many as possible into responsible and caring homes; to work 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; to make end-of-life decisions based on safety and animal welfare considerations.

VOLUNTEER REQUIREMENTS

- You **must** have current health insurance
- Age requirements:
 - Minimum age is 13, volunteering with a parent/guardian until 16 (child and adult must each complete an application, attend orientation, and co-volunteer in the same job)
 - 16 years old to volunteer independently or to work with dogs
 - 18 years of age to volunteer in the surgery clinic
 - 21 years of to assist with animal transports

TIME COMMITMENT

In order to volunteer, you must be able to commit to a set weekly schedule, as we are expectant that animals are being cared for during your shift. Due to the time involved with training new volunteers, we also ask that you be able to commit to volunteering for a minimum of 6 months. If you are unable to commit to a weekly shift, we do have some positions that are filled as needed, such as Events and Community Outreach.

APPLICATION PROCESS

1. **Complete a New Volunteer Application:** You will be contacted within 2 weeks with an invitation to a New Volunteer Orientation.
2. **Attend a New Volunteer Orientation (required):** Orientations are held monthly, and last about 45 minutes. Here you will learn about our organization, volunteer program and policies, types of volunteer jobs, and current shelter needs. You will be added to our new volunteer email list, and will receive a monthly email with current volunteer opportunities.
3. **Choose a shift and complete training:** Let our Volunteer Coordinator know what shift you are interested in, and we will get you in to train with your department. Training is a critical component of volunteering, and typically takes place during your first shift.

CONTACT INFORMATION

Completed applications can be mailed, emailed, or dropped off at the shelter:

Shannon Cote, Volunteer Coordinator
Animal Refuge League of Greater Portland
PO Box 336
217 Landing Road
Westbrook, ME 04098

If you have any questions about the application process, please contact Shannon Cote, Volunteer Coordinator, at scote@arlgp.org or (207) 517-3934



***Office use only**

Attended Orientation	
Attended DW Class	
Active	
Inactive	

New Volunteer Application

**Please note: if you are seeking school or court-ordered community service hours, a separate application is required. Applications must be filled out by hand, as signatures are required.*

Today's Date:

Name:	Date of Birth:	Age:
Street Address:		
Town/City:	State:	Zip:
Primary Phone #: <small>(please circle): cell home work</small>	Alternate Phone #: <small>(please circle): cell home work</small>	
Email: (Required, as this is our primary form of communication with you)		
Occupation: (if retired please list industry you worked in)	Employer or School:	
Will you be co-volunteering with someone else (case worker, friend, parent/guardian)? Children under 16 years of age must be accompanied by a parent/guardian while volunteering. All co-volunteers must also submit an application and attend an orientation.		
Name of co-volunteer:		

EMERGENCY INFORMATION	
Name:	Relationship to you
Primary Phone #:	Alternate Phone #:
Do you have allergies, disabilities, or other limitations that require accommodation or be taken into consideration?	

GENERAL INFORMATION

Besides a love for animals, why do you wish to become a volunteer?

Do you have previous volunteer experience? If yes, please describe.

Do you have any experience or special skills that you would like to share with us?

Have you ever adopted from the ARLGP?

Do you/have you had animals at home? If so, what and when?

How did you hear about our volunteer program?

Do you have current health insurance? YES ___ NO ___
If so, who is your insurance provider?

Have you ever been convicted of a crime? YES ___ NO ___
If yes, please describe:

REFERENCES: please provide two (non-family) references

Name:

Relationship to you:

Phone #:

Name:

Relationship to you:

Phone #:

AVAILABILITY (circle all time frames available)

COMMENTS ABOUT AVAILABILITY:

MONDAY 7:30am-10am 10am-1pm 1pm-5pm

TUESDAY 7:30am-10am 10am-1pm 1pm-5pm

WEDNESDAY 7:30am-10am 10am-1pm 1pm-5pm

THURSDAY 7:30am-10am 10am-1pm 1pm-5pm

FRIDAY 7:30am-10am 10am-1pm 1pm-6pm

SATURDAY 7:30am-10am 10am-1pm 1pm-4pm

SUNDAY 7:30am-10am 10am-1pm 1pm-4pm

Please rate your top 3 volunteer choices

(In-depth job descriptions will be available at orientation)

	SMALL ANIMAL CARE (bunnies, guinea pigs, rats, and other critters): Cleaning, feeding & socializing. Requirements: small animal experience strongly preferred.
	FELINE ANIMAL CARE: Cleaning, feeding & socializing.
	CANINE ANIMAL CARE: Dog walking, Enrichment and R&R. Requirements: 16 years of age, able to volunteer independently, ARLGP dog volunteer training class, able to walk on uneven and sometimes slippery terrain, sit, stand, and bend within confined space with hard floor. Comfortable working with dogs of all breeds and sizes.
	KENNEL CLEANING: Help get our dogs ready for the day by providing them with a clean, comfortable space. Requirements: 16 years of age, physically able to sit, stand, and bend within confined space with hard floor, able to volunteer independently.
	SPAY & NEUTER CLINIC ASSISTANT: Requirements: 18 years of age, experience in a medical setting, comfort observing medical procedures, cleanliness and attention to detail.
	CLEAN TEAM: Help keep our shelter clean, safe and welcoming to the public.
	LAUNDRY: We do 250-300 ponds of laundry a day in order to keep our animals fresh, clean and comfortable.
	LOBBY GREETER: Requirements: positive & outgoing personality, customer-service oriented.
	DONATION AND SUPPLIES ORGANIZER: Requirements: attention to detail, and ability to lift, bend and turn.
	ADMINISTRATIVE ASSISTANT: Requirements: varied computer and office skills (word, excel, database management, phone use, filing).
	SPECIAL EVENTS: Requirements: motivated, public speaking skills, outgoing, organized, great customer service. As needed position.
	COMMUNITY OUTREACH: Requirements: outgoing, comfortable working with the elderly or those with physical or mental disabilities. Weekly or monthly shifts.
	HUMANE EDUCATION: Requirements: Comfortable around all types of animals, with public speaking, and an interest in working with children. As needed position.
	DONATION CANISTER HOST or PICK-UP: 1-2 pickups/month at local businesses.
	GOUNDS and MAINTENANCE: As needed position.
	FOSTERING: New foster families are always needed.
	ANIMAL TRANSPORTS: Assist with transporting animals to or from the shelter. Opportunities vary. Requirements: 21 years of age, valid drivers license, clean driving record, and personal vehicle.

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.

—————▶ Volunteer Signature: _____ Date: _____

PARENTS OF APPLICANTS UNDER 18, PLEASE COMPLETE & SIGN:

Parent Name(s): _____

Primary Phone #: _____ Alternate Phone #: _____

If I, _____ cannot be reached in the event of an emergency, I hereby authorize the Animal Refuge League of Greater Portland to hospitalize and secure any necessary medical treatment for my child, except the following:

—————▶ Parent/Guardian Signature: _____ Date: _____