Volunteer Overview

So you want to volunteer? Being a volunteer at an animal shelter is not as glamorous as one may think. But the personal rewards of helping animals in need---well it doesn't get much better than that. As you read on you will learn more about who we are, what we do, and what is expected of a Kingston Animal Shelter Volunteer.

We are a relatively small shelter in the grand scheme of animal rescue, however, we have a very big impact on the animals we care for in our community. We handle approximately 225 animals per year at the shelter! Animals come to the shelter for various reasons; they may be strays, abandoned, picked up loose, or surrendered by an owner; just to name a few. Sometimes the animals that come to us are in poor health or have behavioral issues but the majority of them are healthy, happy, and ready to find their forever home! We proudly have a wonderful adoption program with a very successful adoption rate. All animals in our adoption program are examined by a licensed veterinarian, receive age appropriate vaccines, flea/tick prevention and treatment, spay/neuter, heartworm test, microchip (dogs), combo test for feline AIDS & leukemia (cats). We do everything in our power to find the right home for every animal that comes through our doors! Unfortunately, from time to time we face the challenge of having to make tough decisions. On rare occasions a situation may arise where an animal is terminally ill or far too aggressive/unpredictable to adopt, in which case we may find it necessary to humanely euthanize the animal. This is not a decision we take lightly, however, it is an unfortunate reality in the world of animal rescue. Your understanding and support of this practice is appreciated. If you have opposing feelings about this policy, you may want to rethink volunteering at our animal shelter.

The main duties and responsibilities of a shelter volunteer are to maintain a clean, safe, and nurturing environment for the animals we care for. This entails daily cleaning of the facility; as well as, cleaning & feeding the animals, walking and/or exercising, administering medications (as needed), and interaction with the animals at the shelter. For example: cleaning litter boxes, providing fresh food & water, vacuuming, sweeping, trash removal, poop scooping, and other general housekeeping duties as needed. Bending and stooping may be required in some instances. We look for individuals who are reliable, responsible, and able to work independently. A Kingston Animal Shelter Volunteer is someone who can read and thoroughly follow verbal and written instructions. A gate or door left open or unlocked accidentally can spell disaster! Not following instructions could cross contaminate a virus from one area to another. Volunteers should be able to physically handle the animals without restriction, understand basic animal behavior, and make common sense judgements/decisions. This is true especially for volunteers working the evening shifts. Depending on the number of animals at the shelter, you can expect to spend anywhere from ½ hour up to 2 hours per shift. You may be exposed to all things stray animals carry such as ringworm and other assorted parasites & animal viruses. By taking the necessary precautions you can avoid spreading or "bringing these home" to your own pets.

If a shelter volunteer owns an animal, we expect that your pets be current with appropriate vaccines and licensed in the town in which you reside, according to MA state law.

Training will be provided and is required before a volunteer can begin working independently. The shelter is staffed by volunteers 7 days per week, 365 days per year. In addition, Animal Control Officers are on duty Monday-Saturday and for off duty and emergency response calls.

If after reading our overview you feel volunteering at the Kingston Animal Shelter is right for you, please fill out the attached Volunteer Application. Thank you for your interest in volunteering at the Kingston Animal Shelter!
Volunteer Application

Date: ______________

General Information

Name: ___________________________ Date of Birth: ______________
Address: ___________________________
Primary Phone: ___________________ Secondary Phone: ______________
E-Mail Address: ___________________
Do you have any animal care experience? ___________________________
If so, please provide details: ______________________________________
Why do you wish to volunteer at the Kingston Animal Shelter? ______________
Do you currently own any pets? ______________
If yes, are they current with vaccines, spayed/neutered, and are your dogs licensed? ______________
If no, please explain why: ______________________________________
What is your favorite type of animal & why? ___________________________
Questions, comments, concerns about volunteering: _______________________

Availability

Please check off the following shifts you are available for volunteer assignments:

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Open Availability: ______
References

Please provide at least 2 personal references:

Name: ____________________________________________________________________ Phone Number: ________________
Relationship: ____________________________________________________________________ Years Known: ________________

Name: ____________________________________________________________________ Phone Number: ________________
Relationship: ____________________________________________________________________ Years Known: ________________

Agreement/Consent

Thank you for completing this application form and for your interest in volunteering with us. By signing this application, you agree that you are a volunteer for the Kingston Animal Shelter working under the direction of the Animal Control Officers. As a volunteer, you understand that your volunteer assignment may be terminated at any time without notice. Furthermore, you agree to abide by the Kingston Animal Shelter policies and procedures outlined in the Volunteer Overview as well as the Volunteer Handbook.

Would you authorize Kingston Animal Shelter to perform a C.O.R.I. (Criminal Offender Record Information) background check? (Please Initial)  Yes___________  No___________

If yes, please attach a copy of your MA driver’s license or I.D..

Volunteer Signature: ____________________________________________________________________ Date: ________________

OFFICE USE ONLY

Reference #1: ________________________________________________________________
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Reference #2: ________________________________________________________________
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Notes: __________________________________________________________________________
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