



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY



VOLUNTEER APPLICATION

Thank you for your interest in volunteering to provide care and assistance to the animals of the Animal Service Center of the Mesilla Valley (hereinafter "Center"). Volunteers are crucial to our efforts in keeping the animals of our community healthy and happy. Whether you want to help better the lives of our shelter animals directly or you want to improve the lives of all pets in the community through raising public awareness, your efforts really do make a difference!

Volunteer Orientation will provide you with the opportunity and information necessary to join our honorable ranks. Orientations last approximately 1 hour, and are held monthly (whenever possible) at the Animal Service Center located at 3551 Bataan Memorial West in Las Cruces, New Mexico. Further job-specific orientations and training are held as needed.

Hours spent attending Volunteer Orientation and other volunteer activities cannot be used towards court-ordered community service time.

Please complete the Volunteer Application and mail, e-mail, fax, or hand deliver the application to the Center in order to reserve a spot in your desired orientation session.

**Animal Service Center of the Mesilla Valley
Attn: Volunteer Programs
3551 Bataan Memorial West
Las Cruces, NM 88012
Phone: (575)382-0018
Fax: (575) 373-2819
Email: pdeal@las-cruces.org**

The Mission of the Animal Service Center of the Mesilla Valley is to provide safe shelter for all lost, mistreated, and abandoned animals of the Mesilla Valley and surrounding communities. The Center utilizes all avenues available to it in placing each animal into a safe, loving, and permanent home whenever possible. We strive to meet the highest standards of humane animal care and husbandry, and to promote responsible pet ownership through public education and outreach.

Volunteer Opportunities

🐾 Dog-Walker

Our Volunteer Dog-Walkers take a select group of dogs and puppies living under our care to designated areas of the facility in order to provide exercise and socialization. These volunteers must be patient and attentive. They must commit to using proper and approved handling techniques while walking the dogs, as trained by shelter staff. This volunteer opportunity requires a high level of physical activity, each walk lasting 15 to 30 minutes each. Volunteers must be able and willing to commit to a set weekly schedule, and attend regularly scheduled training sessions. Experience in handling difficult, energetic, and challenging dogs is preferred. Volunteer hours for this assignment are 8:00am to 10:00am and 1:00pm to 5:00pm everyday.

🐾 Offsite Adoption Event Assistant

Our Volunteer Adoption Event Assistants work with shelter staff to set-up off-site Adoption events and assist with the handling and caring for our adoptable animals while trying to find them loving new homes. Dates, locations, and times vary, but off-site adoption events generally occur on Saturdays. Volunteers must be able and willing to commit to a schedule and arrange for transportation to such events. Training and refresher courses are scheduled periodically or as needed.

🐾 Transportation

Some of our Volunteer Event Assistants also assist the Center with the transportation of cages and crates to and from our off-site adoption locations. Volunteers transport the cages and assist in setting up at the adoption locations. Volunteers must be able and willing to use their own vehicle for transporting cages and must have a valid New Mexico driver's license.

🐾 Foster Home Program

Our Volunteer Foster Parents provide care at home for very young animals, nursing mothers with litters, and/or adult animals recovering from illness or injury. This volunteer position requires an additional application approval and interview. Please see the Foster Program Application for more details.

🐾 Humane Education/Community Outreach

Our Outreach Volunteers conduct educational presentations at schools, churches, clubs, and other organizations about pet ownership responsibilities, preventing animal abuse, and combating pet overpopulation. Dates, locations, and times will vary. Volunteers must be able and willing to commit to a schedule, and must be able to attend periodic training sessions.

🐾 Fundraising/Marketing and Special Events

Our Fundraising Volunteers provide assistance to shelter staff in soliciting donations and sponsorships from the business community. Fundraising Volunteers take Center literature and event flyers to businesses throughout the community. Volunteers must be able and willing to commit to a flexible schedule, and must be able to attend periodic training sessions.

Office Assistant

Our Volunteer Office Assistants supplement our shelter Office Staff with phone calls, greeting the public, putting together adoption packets, making copies, and more. Volunteers must be able and willing to commit to a set weekly schedule, and must be able to attend periodic training sessions. Office Assistant hours are 8:30am to 11:00am and 12:00pm to 4:00pm everyday.

Adoption Counselor

Our Volunteer Adoption Counselors assist shelter staff in finding life-long, responsible homes for our companion animals. Volunteers must be able and willing to commit to a set weekly schedule, and attend regularly scheduled training sessions. Volunteer hours for this assignment are 12:00pm to 5:00pm everyday.

Photography Team

Our Volunteer Photographers take pictures of our adoptable animals to be used on the shelter web site, local news papers, and other printed materials. Photographers are welcome to use their own digital camera. Volunteers must be able and willing to commit to a flexible schedule, and must be able to attend periodic training sessions. Volunteer hours for this assignment are 8:30am to 10:00am and 1:00pm to 4:00pm everyday.

Animal Care Assistant

Our Volunteer Animal Care Assistants provide direct care to dogs and cats housed in our facility. Such care includes feeding, watering, cleaning cages, and washing food and water dishes. This volunteer opportunity requires a high level of physical activity including the ability to squat, twist, and/or stand for extended periods of time. Most available hours for this assignment are 8:00am to 11:00am. Some hours are periodically available in the afternoon.

Facility Maintenance

Our Volunteer Animal Care Assistants often provide additional assistance to shelter animals and staff by sweeping and mopping, interior and exterior window cleaning, and garbage collection. Available hours for this assignment are 8:00am to 11:00am everyday. Volunteers must be able and willing to commit to a schedule.

Laundry Attendant

Our needy shelter animals go through a lot of towels and bedding during their stay here. Our Volunteer Laundry Attendants monitor and operate the industrial washer and dryer, and fold and stack clean blankets and towels. Volunteers must be able and willing to commit to a set weekly schedule. Volunteer hours for this assignment are 8:00am to 11:00am and 12:00pm to 5:00pm everyday.

Groomers

Our Volunteer Groomers comb, clip, trim, and bathe many of our shelter dogs in need of some beautification. Volunteers for this assignment preferably have some grooming experience and animal handling ability. Volunteers must be able and willing to commit to a set weekly schedule. Volunteer hours for this assignment are 8:00am to 11:00am and 12:00pm to 5:00pm everyday.



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

VOLUNTEER APPLICATION

3551 Bataan Memorial West, Las Cruces, NM 88012
(575) 382-0018 Fax: 575.373.2819

Name: _____
First Middle Initial Last

Address: _____
Street City State Zip

Mailing: _____
City State Zip

Telephone #: () () () _____
Home Work Mobile

Email Address: _____ (please include for scheduling & updates)

What is the best way to contact you? Phone/Email (please circle)

Driver's License/I.D. #: _____ (photocopy will be made) **State:** _____

Emergency Contact: _____ () _____
Name Phone #

1). Are you at least 18 years old? Yes If No, what is your age? _____

2). Please choose your areas of interest from the following list:

- | | |
|--|---|
| <input type="checkbox"/> Dog-Walking | <input type="checkbox"/> Puppy Exercise and Socialization |
| <input type="checkbox"/> Adoption Counseling | <input type="checkbox"/> Lost-Pet Tour Guide |
| <input type="checkbox"/> Foster Home Care | <input type="checkbox"/> Pet Grooming |
| <input type="checkbox"/> Off-site Event Assistance | <input type="checkbox"/> Education Outreach |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Pet Photography |
| <input type="checkbox"/> Office Assistance | <input type="checkbox"/> Animal Care Assistance |
| <input type="checkbox"/> Laundry and Cleaning Assistance | |

Please list any other areas of interest not listed above: _____

3). How did you hear about the opportunity? (please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Las Cruces Sun News | <input type="checkbox"/> Las Cruces Bulletin | <input type="checkbox"/> American Classifieds |
| <input type="checkbox"/> Las Cruces Clicks | <input type="checkbox"/> Farmers Market | <input type="checkbox"/> PetSmart |
| <input type="checkbox"/> PETCO | <input type="checkbox"/> Word of Mouth | |
| <input type="checkbox"/> Other: _____ | | |

4). Why are you interested in volunteering for the Center? _____

5). If you are volunteering as an obligation to or assignment from another volunteer organization or program, please indicate the following:

Name of Agency: _____ Phone #: _____

Contact Person: _____ Hours Required: _____

Address: _____

6). Please check the types of animals you are comfortable handling and working with:

- | | |
|--|--|
| <input type="checkbox"/> Small/Medium Adult Dogs | <input type="checkbox"/> Large Adult Dogs |
| <input type="checkbox"/> Very Large Adult Dogs | <input type="checkbox"/> Small Breed Puppies |
| <input type="checkbox"/> Large Breed Puppies | <input type="checkbox"/> Rambunctious Juvenile Puppies |
| <input type="checkbox"/> Cats | <input type="checkbox"/> Kittens |
| <input type="checkbox"/> Rabbits | <input type="checkbox"/> Ferrets |
| <input type="checkbox"/> Rats, Guinea Pigs, etc. | <input type="checkbox"/> Small Birds |
| <input type="checkbox"/> Livestock | <input type="checkbox"/> Others: _____ |

7). Do you have any experience working with animals? No Yes, - _____

8). How long are you planning to volunteer for the Center?

From: _____ To: _____

Notes: _____

9). Would you be willing to commit to a 4-month long assignment? No Yes

10). Please indicate the times you are available to volunteer:

Monday: AM PM **Tuesday:** AM PM **Wednesday:** AM PM

Thursday: AM PM **Friday:** AM PM **Saturday:** AM PM

Sunday: AM PM Notes: _____

11). Do you have a current and valid Driver's License? No Yes

12). Do you have your own transportation? No Yes

13). Would you be willing to transport animals and/or cages as part of your volunteer work? No Yes

14). Have you ever been convicted of any criminal offense that resulted in imprisonment? No Yes

If yes, please explain: _____

15). Have you ever visited an animal shelter before? No Yes

16). Do you have any experience as a volunteer? No Yes, - With what organization? _____

17). Have you volunteered for the Center before? No Yes, - When? _____

18). Have you ever adopted an animal from this facility before? No Yes, - When? _____

If Yes, do you still have the animal? Yes No, - What happened to it? _____

19). Are you a member of any animal welfare organizations? No Yes, - Which? _____

20). Do you have any Pets? No Yes, - How many? _____

If any dogs or cats, have they been spayed or neutered? No Yes

Notes: _____

21). Many of the volunteering assignments require contact with the general public and patience with a variety of personalities. Do you anticipate any problems for you in this regard?

No Yes, - How so? _____

22). Do you have any medical issues, allergies, or disabilities that might limit your physical activity at the animal shelter? No Yes, - How might your activity be limited? _____

23). Please list any special skills that you may have that you feel might be helpful to the program: _____

24). Please list three references for this application:

1). Name: _____ Phone #: _____

Relationship: _____

2). Name: _____ Phone #: _____

Relationship: _____

3). Name: _____ Phone #: _____

Relationship: _____

25). I certify that all of the statements in this application are true and understand that misrepresentation or omission of facts asked for in this application is cause for denial of volunteer membership and/or termination of volunteer membership.

* _____ * _____
APPLICANT'S SIGNATURE DATE

OFFICE USE ONLY

Volunteer Application is: Approved Denied Comments: _____

CENTER SUPERVISOR/COORDINATOR PRINTED

SIGNATURE

DATE



ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

LIABILITY RELEASE FORM

3551 Bataan Memorial West, Las Cruces, NM 88012
(575) 382-0018 Fax: 575.373.2819

- I, _____, agree to release, discharge, indemnify, and hold harmless the Animal Service Center of the Mesilla Valley (hereinafter "Center") for any and all damage to my personal property while performing my volunteer services to the Center in a voluntary capacity.
- _____ *Initial* - I recognize that in handling animals at the Center while performing my volunteer services in a voluntary capacity there exists a risk of injury including personal physical harm. On behalf of myself, my heirs, personal representative and executors, I and employees from any and all claims, causes of action or demands, of any nature or cause connected with my Volunteer Agreement. This might include costs and attorney's fees and court costs incurred by the Center in connection with my volunteer services based on damages or injuries, which may be incurred or sustained in any way. Such damages or injuries might include but are not limited to animal bites, accidents, injuries, and personal property damage.
- _____ *Initial* - I understand that public relations are an important part of volunteering at the Center. I therefore agree on behalf of myself, my heirs, personal representatives, and executors to allow the Center to use any photographs, films, DVD, or other visual representations taken of me for use in public relation efforts. The Center will use reasonable efforts to notify me, however, such notification is not a condition of the photograph's release for public relations purposes.

* _____ *
VOLUNTEER'S SIGNATURE DATE

CENTER REPRESENTATIVE PRINTED SIGNATURE DATE

Release by Parent or Legal Guardian

(of volunteers 17 years of age and younger)

- I, _____, as a parent or legal guardian of the above-named volunteer, I hereby give my consent to allow my child/ward to volunteer services for the Animal Service Center of the Mesilla Valley as described within this Volunteer Agreement.
- _____ *Initial* - I have read this Volunteer Agreement and fully understand its terms and conditions. On behalf of myself and my child/ward, I agree to all terms and conditions as set out in the Volunteer Agreement paying special attention to the Release section herein.

* _____ *
PARENT'S/GUARDIAN'S SIGNATURE DATE

CENTER REPRESENTATIVE PRINTED SIGNATURE DATE