

EVERYTHING YOU NEED TO KNOW ABOUT
VOLUNTEERING AT SYDNEY DOGS AND CATS HOME.

BECOMING A VOLUNTEER

SYDNEY  **&**  **HOME**

BEING A MEMBER OF OUR VOLUNTEER TEAM IS BOTH FUN AND REWARDING.

Our volunteers play a huge part in looking after the animals in our care and demonstrate commitment, empathy and drive.

As a kennel hand/cattery volunteer, almost all tasks are shared across staff and volunteers, except for 'staff only' tasks. It is very important to us, that all our staff and volunteers share the various required tasks. This ensures that everyone can enjoy both fun and rewarding experiences.

WHAT TYPES OF VOLUNTEERING CAN YOU GET INVOLVED IN?

- animal care, kennel hand/cattery assistant
- reception and administration duties
- community events
- foster caring
- animal transport
- adhoc projects (such as IT, hand-work etc)



THINGS TO CONSIDER

COMMITMENT

We ask all volunteers to commit to the shifts / events or tasks they have agreed to, communicating any changes or cancellation in advance.

We ask our kennel volunteers to commit to at least one shift per fortnight for a period of 4 months. This means that volunteers gain the necessary skills to become a trusted member of our team and are able to provide the best care for our residents. More shifts are possible, depending on availability of shifts and capability of an individual to perform tasks in a fast paced environment.

IMPOUND FACILITY

Sydney Dogs and Cats Home is Sydney's only charity impounding facility, as well as being an animal rehoming shelter. You may come into contact with some potentially confronting animal welfare situations. Please consider the emotional aspect of working in an environment such as this, before committing to a volunteer position.

YOUR CONTACT INFORMATION

Sydney Dogs and Cats Home Inc regards the security of personal information as a priority and will endeavour to protect it at all times. You may request access to your personal information held by SDCH at any time by contacting the Home on (02) 9587 9611.

We will add your name and contact details to our database and we communicate with volunteers via email and a closed volunteer Facebook page/group.



STEPS TO BECOMING A VOLUNTEER

1. Complete an Expression of Interest Form
2. Your form will be matched against our shelter's needs relevant to availability and commitment. We thank you in advance for your patience, as our volunteer crew work through the logistics
3. When your form is matched, you will be invited to attend a three (3) hour trial shift. The trial shift includes an information session, giving you details on who we are and what we do. If you are keen to progress your application and you wish to volunteer at the shelter, you then have the opportunity to continue with a hands-on 'mini' shift.
4. We work through a number of the most common tasks, to give you a good feel for what a volunteer shift is made up of. This includes animal handling duties, cleaning, and covering relevant policies and procedures, general house rules and WHS (Work, Health & Safety) requirements.
5. If you enjoy your trial shift and you want to sign up as a volunteer, we ask you to confirm your availability for future shifts and contribute \$40, to cover the cost of a volunteer t-shirt and a leash for walking dogs.
6. Before commencing your first shift, you will need to read our Volunteer Manual; sign a Volunteer Agreement and provide (to sight) a photo ID.



SYDNEY & HOME

Volunteer Application Form

1. Print this form & fill it in
2. Hand this form in, at the information session

Note: You must be 18 years of age to volunteer. Please tick to confirm

DATE ATTENDED INFO SESSION:

Name:	
Address: <i>(residential with postcode)</i>	
Phone number/s:	
Email address:	
Emergency contact person: <i>(name & number)</i>	
Health Information:	It is important to advise the Volunteer Co-ordinator of any health issues or specific medications, which we would need to know about.
Do you have any allergies? If yes, please list them	
Are you taking any medications we should know about? If yes, please list them	
Do you have any medical conditions we should know about? If yes, please list them	

THANK YOU

Tick here if you do NOT wish to receive future e-news from us



ADMIN / OFFICE USE ONLY

email sent add to Access

Frequency of shifts:			
	Day	Shift	Date
1 st shift available:			

Leash & contribution ID Name tag WHS Sign Volunteer Agreement

To be completed at your 1st shift

Volunteer Agreement

- I authorise Sydney Dogs and Cats Home staff to seek emergency medical treatment for me if necessary.
- I agree to abide by Sydney Dogs and Cats Home Policies & Procedures and take directions from staff during my period as a volunteer.
- I have read and understood the Sydney Dogs and Cats Home Volunteer Manual.
- I understand that my assistance may be terminated at any time at the discretion of Sydney Dogs and Cats Home.
- I understand that I am not covered by Sydney Dogs and Cats Home's Public Liability Insurance in cases where I have been negligent and/or failed to follow the procedures outlined in the Volunteer Manual and/or directions from staff.
- I offer my services to the Sydney Dogs and Cats Home Inc as a volunteer contribution to the cause of animal welfare and agree to reflect and promote the Home according to its ethos and mission. During voluntary periods, or anytime thereafter, except in the proper cause of my efforts under this agreement or as required by law or the Sydney Dogs and Cats Home, I agree to abide by all reasonable requests and requirements by the Association or its officers, including the following:
 - **Fundraising Authorities:** I will comply with the requirements of all relevant authorities including the Charitable Fundraising Act 1991, as instructed by the Sydney Dogs and Cats Home Inc.
 - **Privacy:** I will protect the privacy of all parties to the best of my ability complying with all relevant legislation including the privacy act of 1988 as instructed by Sydney Dogs and Cats Home Inc.
 - **Confidentiality:** I will keep all information, knowledge and intellectual property associated with SDCH confidential. I will not use or disclose to any person any confidential information or details of intellectual property and I will to the best of my ability prevent the unauthorised use, disclosure of any confidential information or intellectual copy by a third party. This will include conversations on websites, or the posting of any matters relating to untrue conversation and information about Sydney Dogs and Cats Home.
 - **Intellectual property:** All intellectual property gathered by volunteer work will remain the property of Sydney Dogs and Cats Home Inc.
 - **Volunteer Attendance:** I am currently able to commit to a four-hour shift once a week or fortnight for six months and agree to notify the Volunteer Coordinator should this change.

Signature: _____

Print Name: _____ Date: ____/____/____