

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.

We roster for 2 x Volunteer Animal Care Assistant shifts per day. The Monday to Saturday shifts are 8.30am to 12.30pm and 12.30pm to 4.30pm and the Sunday shifts are 8.30am to 11.30am and 11.30am to 2.30pm. **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 which you can find on the Getting Involved page of our website.
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.
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 may include 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.

