



Dallas Animal Services

Dear Applicant,

Thank you for your interest in volunteering to assist the City of Dallas Animal Services (DAS). We care for thousands of stray and unwanted animals each year and are dedicated to pursuing a comprehensive and humane approach to animal care and educating the public about responsible pet ownership. With your help, we can achieve these objectives and make DAS a premier animal services agency.

Please fill out this volunteer application form and return to us at your convenience. Make sure to complete the application fully, and state any skills and talents you believe would be of special value to us. Currently we are seeking new volunteers to assist in the following areas (job descriptions are in the back of the application):

SHELTER CARE:

- Adoption Concierge
- Cat Room Specialist
- Dog Exercise Specialist
- Kennel Comfort Specialist
- Lost and Found Facilitator
- Rescue Coordinator Assistant

OFF-SITE:

- Off-site Adoption Specialist
- Public Outreach

Please be aware that, due to liability restrictions, volunteers must be at least 18 years of age. Inquiries for groups and special projects will be handled on an individual basis.

For more information, please visit our website at www.DallasAnimalServices.org or our Facebook fan page "Dallas Animal Services and Adoption Center".

Again, thank you for your interest in the City of Dallas Animal Services Volunteer Program.

Volunteer Application

APPLICANT INFORMATION (Please print all information)

First Name _____ Last Name _____

Home address: _____ Apt# _____

City, State, ZIP: _____

Home phone _____ Mobile phone _____

Email _____

Are you over 18 years old? ____ Yes ____ No

Date of birth (MM/DD/YY) _____

How did you hear about Dallas Animal Services?

Adopter ____ Internet ____ Friend ____ Advertising ____

Other: _____

EXPERIENCE

Have you done volunteer work in the past? Yes ____ No ____

If yes, where was it? _____

Who was your contact person? _____

What were your responsibilities?

Do you have prior animal experience? ____ Yes ____ No

Where did you gain your experience? Please describe your experience.

AVAILABILITY

There is a 4-hr a month minimum for volunteers. Can you volunteer the minimum per month?

____ Yes ____ No

When are you typically available? Morning ____ Afternoon ____ Evening ____

What days are you typically available? M ____ T ____ W ____ Th ____ F ____ Sa ____ Su ____

EDUCATION

Highest level of education ___ High school ___ Some college ___ College ___ Post graduate

Currently a student? ___ Yes ___ No

Where _____

Area of study _____

ANIMAL-RELATED TRAINING

Behaviorist ___ Groomer ___ Trainer ___ Vet ___ Vet Tech ___

SKILLS (check all that apply)

Are you fluent in a language other than English? ___ Yes ___ No

Language _____ ___ Speak ___ Write

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Public speaking ___ Education ___ Writing/Editing ___

Clerical ___ Off-site adoptions ___ Public relations ___

Photography ___ Sales ___ Pet Adoptions ___

Teaching/Working with children ___

AREAS OF INTEREST (check all that apply)

Adoption Concierge ___ Cat Room Specialist ___ Dog Exercise Specialist ___

Kennel Comfort Specialist ___ Lost & Found Facilitator ___ Offsite Adoption Specialist ___

Public Outreach ___ Rescue Coordinator ___

Do you enjoy working with the public? Yes ___ No ___

PLEASE LIST ANY OTHER SKILLS/INTERESTS THAT MAY ASSIST US:

MISCELLANEOUS

Have you ever been convicted of a crime? Yes _____ No _____

(Do not include traffic violations. A conviction will not necessarily disqualify you from volunteering.)

If yes, please provide details:

Do you know a Dallas Animal Services employee/volunteer? Yes _____ No _____

If yes, who is it?

What is your relationship with this person?

Why do you wish to volunteer at Dallas Animal Services?

Dallas Animal Services does have to euthanize animals for health, safety, and space concerns. How do you think this will affect your performance as a volunteer?

Please note that your acceptance into, and continued participation in the Dallas Animal Services volunteer program is dependent on your attitude toward your volunteer work, your comfort level of working with animals, your attitude towards animal shelters, and our specific activities. Each applicant is accepted into and may continue working in the DAS volunteer program at the sole discretion of the manager of Dallas Animal Services.

We appreciate your interest in working as a volunteer. A representative of the volunteer program may call you to discuss your application.

The undersigned states that all the information contained in this application is true and correct and that there are no material omissions of fact concerning the information herein.

Signature _____

Date _____

DALLAS ANIMAL SERVICES VOLUNTEER JOBS DESCRIPTIONS

Adoption Concierge

Greet citizens as they enter the Adoption lobby, help direct public to appropriate places, provide adoption applications and customer surveys, provide educational literature for warranted situations, keep lobby tidy

Cat Room Specialist

Socialize cats, teach cats acceptable behavior, ensure kennels are clean, animal has water, show public appropriate handling techniques, greet public as they enter cat room, ensure cat and public safety

Dog Exercise Specialist

Exercise dogs according to breed's needs, teach acceptable behavior, ensure play yard and get acquainted rooms are clean, assist public with finding best dog for their lifestyle, show appropriate handling techniques, ensure dog and public safety

Kennel Comfort Specialist

Ensure kennels have clean bedding/beds (when appropriate), animals have water, ensure work areas have plenty of food and water bowls, washing food and water bowls, laundering bedding and linens

Lost and Found Facilitator

Assist citizens coming to the Lost & Found side by determining their needs –be showing citizens where to sign in to look for a lost pet, determining why animals are being surrendered, assisting citizens who looking for lost pets, posting lost pet info, and helping keep lobby tidy

Off-site Adoption Specialist

Assist DAS employees unload/load animals at the shelter and offsite locations, setting up crates, walking animals, filling water bowls, and showing the public animals for adoption, ensure pet and public safety

Public Outreach

Providing assistance with educating the public at social and community events including attending events, schools, or other locations, teaching others about responsible pet ownership, handing out educational literature, and assisting the public with activities DAS has set up

Duties may also include updating email contacts of citizens to announce upcoming events, create flyers according to DAS specifications, and assist with social media

Rescue Coordinator Assistant

Help determine which animals to be placed for rescue, locating rescue animals in shelter for pickup from groups, bring out selected animals for rescue groups, updating computer system regarding rescue/potential rescue animals