

St. Charles County Pet Adoption Center
Department of Community Health and the Environment
Division of Humane Services

Location

4850 Mid Rivers Mall Drive

St. Peters, Missouri 63376

(Across Mid Rivers Mall Drive from the St. Charles County Community College)

(1.3 Miles North of Highway 94)

(3.2 Miles South of Highway 70)

Days and Hours Open to the Public

Monday through Sunday

8:00 a.m. to 5:00 p.m.

Telephone

636-949-7387

Fax

636-949-7371

VOLUNTEER PROGRAM AND VOLUNTEER PROGRAM AGREEMENT

Job Title

Pet Adoption Center Volunteer

General Duties

- Volunteers will assist in the Pet Adoption Center's when the Center is open to the public
- Volunteers will report to the centers Veterinary Technician who is the volunteer coordinator and to Adoption Center Staff Supervisors.

Hours of Service:

Volunteers will schedule their hours of service with the designated supervisory staff member or the Veterinary Technician. A written copy of the agreed upon schedule will be furnished to the volunteer. Actual hours of voluntary service will be recorded on sign-in/sign-out sheets maintained at the center. If a volunteer cannot report on a scheduled day the designated supervisor should be notified as soon as possible.

Essential Functions

- Assist in screening pet adoption applicants

- Show animals designated as ready for adoption
- Answer telephones and provide information and route non-routine calls
- Provide visitors with general information
- Perform routine filing duties in office
- Clean animal cages
- Clean animal dishes
- Sweep and mop floors
- Bathe and groom approved animals
- Other similar duties as assigned

Work Standards

- Regular attendance as scheduled
- Ability and willingness to follow oral and written instructions
- Ability to establish effective working relationships with staff and public
- Ability to safely and efficiently operate assigned equipment after appropriate instruction
- Ability and willingness to apply Pet Adoption Center procedures and policies after instruction
- Ability to perform moderate manual labor or common office duties
- Ability to perform while being exposed to the Pet Adoption Center environment, (i.e. constant noise/barking, animal hair and dander, cleaning chemical odors, etc.)

Minimum Requirements:

Must be 18 years old, or must have written parental consent and be 16 or 17 years old

Must have record of a current tetanus shot

Must enjoy working with animals and people.

Must be gentle and compassionate with animals

Must be able to accept that not all animals in the center will be adopted and may be humanely euthanized.

Equipment used (depending on assignment)

Telephone

Computer

Broom/Mop/water hose/high pressure washer

"Pooper Scooper"

Work Guidelines

Volunteering at the Pet Adoption Center can be extremely rewarding. However, there are inherent dangers including the risk of injury from slips and falls and the possibility of an animal bite or scratch. For that reason, the guidelines below must be followed.

- Volunteers will be allowed to handle only certain designated animals. Volunteers will never handle animals involved in bite cases.
- Volunteers shall dress appropriately in long pants, slip resistant shoes/boots.

- Volunteers should immediately report any injury to the Volunteer Coordinator, and or a Staff Supervisor.
- Volunteers shall wash their hands before coming on duty and between handling of each animal because dirty hands spread disease and viruses which can be cross-transmitted from animal to man and man to animal. There is a hand sink, soap and paper towels in each animal room.
- Volunteers will be provided proper safety equipment for some tasks. When this is the case the volunteer is required to utilize said equipment.
- Volunteers should report any abnormal behavior seen in the animals to staff.
- Volunteers should immediately report any suspicious behavior observed in visitors to staff.

VOLUNTEER PROGRAM AGREEMENT

I have read this document and I understand and agree to comply with it.

I understand that my failure to comply with this document or with the written or verbal instructions of the Pet Adoption Center's Staff Supervisors or Veterinary Technician will result in my privilege to volunteer being revoked.

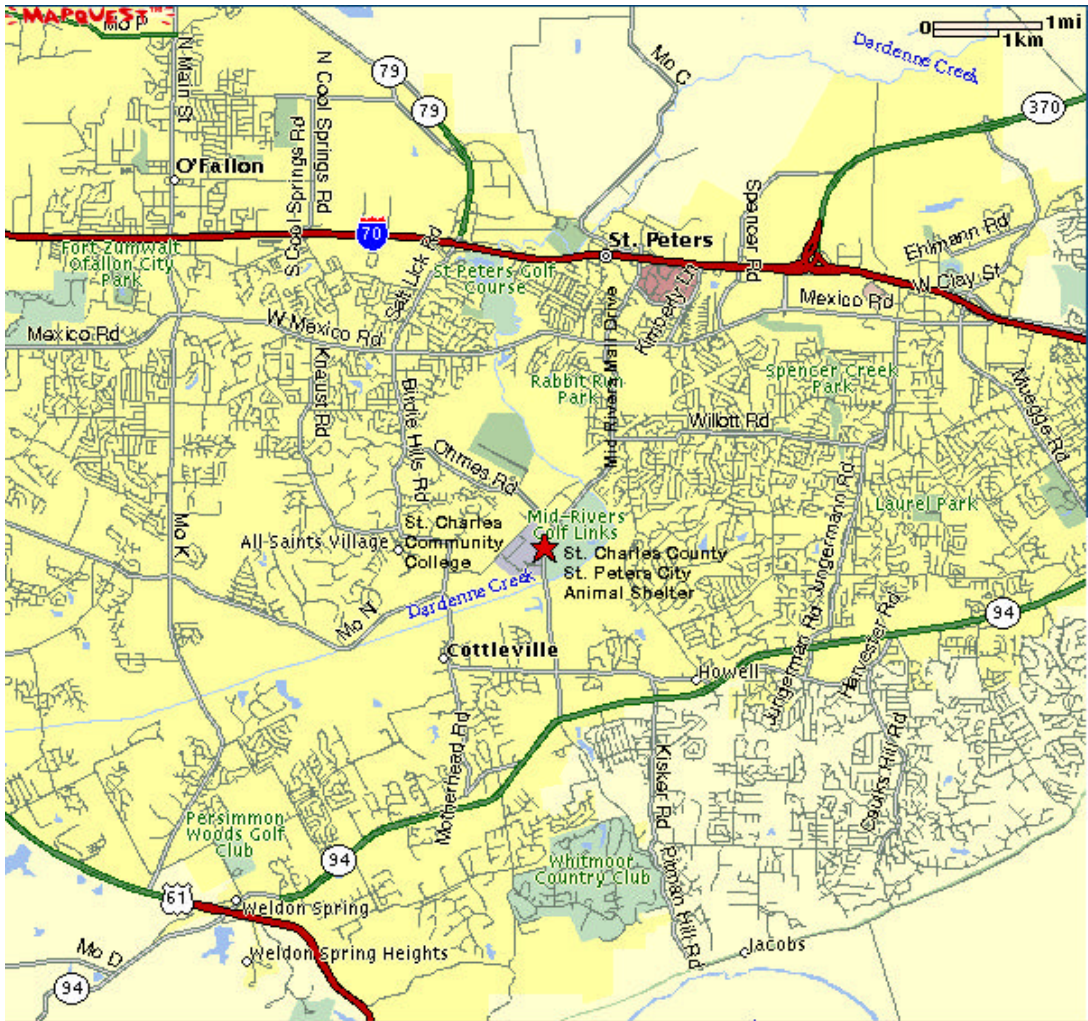
I signify that by signing this document I am indicating that I have received a personal copy of this document.

Name (please print) _____

Date of Birth (Month/Day/Year) _____

Signature _____ **Date** ___/___/___

Parent/Guardian Signature(for minor) _____ **Date** ___/___/___



Location of St. Charles County
Pet Adoption Center
4850 Mid Rivers Mall Drive

(636) 949-PETS