

P.A.W.S. Tinley Park
JUNIOR VOLUNTEER INFORMATION

Dear Prospective Junior Volunteer,

Thank you for your interest and support in helping P.A.W.S. Tinley Park and our animals! Until we find forever homes for the animals in our care, we rely on the dedicated efforts and hard work of our junior and adult volunteers.

Please read this information carefully. We take our volunteer commitment very seriously and we require junior volunteers to do the same. A panel of adult volunteers will review the completed applications and, based on shift time/day/openings, they will choose the applicants who best fit the needs of the junior volunteer program. Please understand that P.A.W.S. is a small shelter and some volunteer shifts may have few, if any, volunteer openings. Unfortunately, we are limited on the amount of new Junior Volunteers that we accept into the program. Do NOT apply if you cannot fulfill your volunteer commitment!

What do Junior Volunteers do at P.A.W.S.? They multi-task and help with the trash, clean and feed the animals, clean cages and dog runs, grooming, attend and assist with community and fundraising events, maintain the shelter building, laundry, clerical tasks and mailings and much, much more! Every task is important to P.A.W.S.

What are the requirements to be considered for the Jr. Volunteer Program?

- You must be between the ages of 14 -17 years old at the time of application.
- You must complete the application process, attach a photo ID of yourself (for proof of age; a photocopy is fine).
- Volunteers are required to commit to one shift/week for 3 months – the same shift per week. Shift openings will be discussed at orientation.
- Volunteers are required to adhere to the rules and regulations set forth by P.A.W.S.
- If you are chosen for the Junior Volunteer Program, we will contact you via email to attend a required orientation. Junior volunteer orientations are held three times per year – in January, April, and September.
- P.A.W.S. does offer community service hours for school (at least 36 volunteer service hours required regardless of school/church/organization requirements).
- Volunteers are under the supervision of the Head of Shift for that shift, along with the adult volunteers and must follow their instructions. Your safety and the safety of our animals are very important to us.
- Respect for P.A.W.S. property and shelter policies.
- Perform all duties in a manner that ensures a positive image of P.A.W.S.
- Based on the volunteer's conduct, failure to follow instructions or complete their volunteer commitment, P.A.W.S. may decline your volunteer service.
- P.A.W.S. does not offer court–required service hours.

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What to do next?

After you have carefully reviewed all the requirements and responsibilities and would like to be considered for the program, complete the attached application (Part I & II). Please remember to provide an ID photo of yourself (for proof of age - copies are fine) and attach it to the application. Applications can be dropped off or mailed to the shelter or emailed to me at the address listed below.

Applications are accepted year-around, but please note that you will only be contacted several weeks prior to the closest orientation (January, April or September).

Once you submit the completed application forms to P.A.W.S., a panel will consider all completed applications and choose the applicants that best fit the Junior Program needs. If chosen, we will contact those applicants for an orientation. Unfortunately, due to our small size and limited shift openings, we cannot accept all applicants into the program.

It is with great pride that we offer this community program to teens. We understand this is a busy time in their lives and we are grateful for their commitment and support to P.A.W.S. Together Adult and Junior Volunteers work as a team for the betterment of the organization and for our animals.

If you have any questions, please contact me at bethgulden@gmail.com.

Thank you for your support!

Sincerely,

Beth Gulden
Jr. Volunteer Program Coordinator

**P.A.W.S. 8301 W. 191st St., Tinley Park, IL 60487
815/464-7298, bethgulden@gmail.com**

**P.A.W.S JR. VOLUNTEER APPLICATION
PART I**

Please print.

Today's Date _____

Name _____ Age _____ Birthdate _____

Address _____ City _____

Phone (_____) _____ Email address _____

- Date of when you are available to begin volunteering _____
- Are you volunteering for school service hours? YES NO
 - If yes, how many hours are required by your school? _____
- Are you willing to commit to at least 36 service hours even though your school requires less? YES NO
- Areas of Interest (check all that apply) _____ Helping with dogs _____ Helping with cats _____ Helping with cats & dogs _____ Helping with clerical, building needs & laundry _____

Junior volunteer orientations are held three times per year – in January, late April/early May and September. Please note that we are a small shelter and can only accommodate a small number of junior volunteers at a time.

Potential junior volunteers will be contacted several weeks before an orientation and must complete the orientation session before beginning to volunteer. At orientation, we'll discuss available shifts and times for volunteering. Typical volunteer shift times include mornings (7:30 a.m.-11:00 a.m., weekends only), afternoons (12:00 p.m.-4:00 p.m.), and evenings (6:00 p.m.-9:00 p.m).

SECTION TO BE COMPLETED BY PARENT OR GUARDIAN

The safety of your child and our animals is very important to P.A.W.S. Your child will be supervised by their head of shift and adult volunteers. All volunteers are responsible for their own insurance coverage.

I HEREBY RELINQUISH ALL CLAIMS AGAINST THE PEOPLES ANIMAL WELFARE SOCIETY (P.A.W.S.) IN THE EVENT OF ANY INJURIES SUSTAINED FROM THE ANIMALS OR EQUIPMENT.

_____ Date _____

Parent or Guardian's Signature

Printed Name of Guardian or Parent

Parent's Emergency Contact Number

Note: Has your child had a tetanus shot within the last 5 years? Yes _____ No _____

It is recommended since volunteers will be working around equipment, e.g. cages and runs.

P.A.W.S JR. VOLUNTEER APPLICATION

PART II

For this section of the application, please tell us in 100 words or less:

- **Why you would like to volunteer at P.A.W.S.?**
- **Tell us something about yourself.**
- **Have you had any animal handling experiences? Please be specific about your cat and/or dog experience.**
- **Please share anything else you would like to tell us about yourself. Please feel free to use another sheet of paper.**

Please mail or drop-off applications (PART I & PART II along with a photo ID) to

P.A.W.S., 8301 W. 191st Street, Tinley Park, IL 60487 or email it to bethgulden@gmail.com.