

Cape May County Animal Shelter & Adoption Center

VOLUNTEER MANUAL



**110 Shelter Road
DN 501B**

Cape May Court House, NJ 08210

Website: www.capemaycountygov.net

E-Mail: animalshelter@cmcsheeriff.net

Phone: 465-8923 Fax: 465-8977

Welcome to the Cape May County Animal Shelter and Adoption Center Volunteer Program

The Cape May County Animal Shelter and Adoption Center recognizes the importance of volunteers dedicated to the care of animals under our care while they await adoption. Thank you for your interest in serving as a volunteer.

The CMCASAC Mission:

Communities throughout the United States are confronted with finding solutions for the large numbers of homeless pets. As a tourist and retirement destination, Cape May County faces additional unique challenges. In short, there are many adoptable animals and relatively few homes to absorb them. The Cape May County Animal Shelter and Adoption Center will seek to ensure the humane treatment of all animals within the county and to foster a spirit of cooperation among the various organizations working on behalf of animals.

To confront these circumstances the CMCASAC has initiated a three pronged plan. First, CMCASAC will support extensive spay/neuter programs to reduce the number of homeless animals. Second, CMCASAC will institute aggressive adoption policies. Third, CMCASAC will implement educational programs and community outreach to promote responsible pet ownership.

Again, thank for your interest in serving as a volunteer for the CMCASAC.

Leonard C. Desiderio, Freeholder

Gary G. Schaffer, Cape May County Sheriff and Department Head

Judith Davies- Dunhour, Shelter Manager

Leslie Riedel, Assistant Manager

GENERAL INFORMATION

Shelter Hours of Operation

Facility Hours:

Monday to Sunday, 9:00am - 4:00pm

Tours of the Facility and viewing of the Animals:

Monday to Sunday, 12:00pm to 4:00pm

Closed on Legal Holidays

ADOPTION HOURS:

You can meet the animals available for adoption seven days a week 12:00pm-4:00pm. Experienced staff will assist in choosing a pet that will be the best fit for a home.

ADOPTION FEES:

Administrative Deposit \$20.00 (Refundable)

Canine	\$95.	1 - 5 years estimated age
Canine	\$35.	Over 5 years estimated age
Feline	\$70.	Kitten to 1 year estimated age
Feline	\$35.	1-3 years estimated age
Feline	\$20.	Over three years estimated age

"Special Needs" Feline or Canine: \$8.

Special needs is defined as any animal over ten years estimated age or requiring life sustaining medication or disabled, requiring human assistance for routine functions

"Seniors For Seniors" Feline or Canine: no fee

Adoption fee is waived for senior citizens over the age of 62 when they adopt a pet that is over the age of eight.

Download adoption forms from our form center, fill out



All canine adoptions include the following procedures unless previously documented as having been performed*:

Spay or Neuter Procedure

Rabies Vaccine

Distemper Vaccine

Heartworm Vaccine

Bordatella Vaccine

Microchip ID - lifetime registration with Home Again



All feline adoptions include the following procedures unless previously documented as having been performed*:

Spay or Neuter Procedure

Rabies Vaccine

Distemper Vaccine

Feline Leukemia Test

Microchip ID - lifetime registration with Home Again

Cat Carrier

**Other vaccines or procedures as required through consultation by the Shelter Manager and appropriate professional veterinary personnel.*

Micro Chipping of Owned Pets

APPOINTMENT REQUIRED Cape May County Residents Only

Canine or Feline: \$15.

Includes lifetime registration with Home Again.

VOLUNTEER OPPORTUNITIES

The following volunteer opportunities are generally available:

Staff Aide: Assist staff with logistics such as laundry, dishes and general cleaning of the facility. (Required training: Orientation)

Cat/Kitten Helper: Visit with cats and kittens to help socialize, care, comfort, pet, brush, etc. (Required training: Orientation, Cat/Kitten Training)

Dog/Puppy Walker: Increase human contact with dogs through walking and handling to assist making them more adoptable. Volunteers must physically be capable of handling and walking dogs. The Shelter Director reserves the right to deny a volunteer the opportunity to walk dogs should it present a liability to the County of Cape May. (Required Training: Orientation, Dog Walking/Kennel Training)

Tour Guide: Guide visitors and potential adoptive parents through the facility, introduce animals, answer questions and provide information. (Required Training: Orientation, AND *must have demonstrated a commitment to the Shelter and volunteered for at least 6 months.*)

Transportation Provider: Transport animals to and from veterinarian appointments, transfers to other facilities and special events. (Required Training: Orientation, MUST have valid Driver's License)

Special Event Aide: Perform various duties at events sponsored by the Cape May County Animal Shelter and Adoption Center. Duties may include staffing a booth or table and providing information to the public as needed, public speaking, etc. Volunteers who handle dogs at special events must be walking dogs at the Shelter on a consistent basis for a minimum of six months and be familiar with the personality and temperament of the dogs brought to the event. (Required Training: Orientation and Dog Walking/Kennel Training)

Foster Parent: Provide a temporary home for very young, nursing animals, sick animals or animals recovering from surgery that are not yet ready to be placed for adoption. (Required Training: an interview with the Shelter Director or his/her designee (staff assigned to the medical room), in-home visit if Shelter Director or his/her designee feels it is appropriate.)

Pet Smart Aide: Clean cages, feed and socialize cats that are housed at the Pet Smart store located in Rio Grande in the morning or the evening hours daily, work the adoption table. Adoption Table Days may vary and are set for two hour increments. (Required training: Shadow Training with an experienced Pet Smart Aide)

Hours When Volunteers Are Needed:

Shelter:

Daily 8:00AM until 4:00pm.

Volunteers are encouraged to complete a minimum of (2) hours per week.

Volunteers will e-mail the Shelter in advance so that a schedule may be maintained and relied upon by the Staff when coordinating duties such as cage cleaning, staffing, veterinarian appointments, special events, training, dog walking, etc. This schedule can be viewed at:

www.cmcasvolunteers.blogspot.com Volunteers who need to cancel their hours must e-mail the Shelter. If canceling a visit within 24 hours please call the Shelter. If you do not have access to e-mail you may call the Shelter at 465-8923 to schedule your visit.

Volunteers may come in the early morning for cleaning of kennels and cages. Additional training as to the required cleaning procedure will be provided.

Dog walkers are encouraged to volunteer in the hours prior to the Shelter opening to the public so the dogs will be available for viewing once the Shelter is

PetSmart:

Mornings: Between 7:00 AM – 10:00 AM

Evenings: After 4:30 PM (the store closes at 9:00 PM daily and 6:00 PM on Sundays – allow sufficient time to properly attend to the cats' needs)

Predetermined times on Weekends and Evenings for the Adoption Table and Special Events

Volunteers can review the Schedule and happenings at PetSmart at the following site: www.cmcasvolunteers.blogspot.com

Special Events

Events are scheduled throughout the year and volunteers are made aware of the opportunity to participate.

Volunteer Guidelines

1. To be considered for a volunteer position with the Cape May County Animal Shelter and Adoption Center individuals must:
 - Be at least 18 years of age. (Individuals may volunteer between the ages of 14-17 however they must be accompanied by a parent or guardian - or another adult who has been approved by the Shelter Director - *AT ALL TIMES*. The Shelter will not provide supervision.)
 - Complete and submit a Cape May County Animal Shelter and Adoption Center Volunteer Form.
 - Participate in an orientation conducted by the Shelter Director, or his/her designee. (Volunteers with CMCASAC prior to the adoption of this manual are exempt from this requirement.)
 - Provide accurate and proper background information as indicated in the Volunteer Application and sign a waiver permitting a background check be conducted by the Cape May County Sheriff's Department.
 - Have no prior Animal Cruelty convictions.
 - Have a valid Driver's License if performing transportation duties.
2. After the initial screening process as outlined above, the Cape May County Undersheriff overseeing the Shelter will approve or deny the application. If the application is approved the volunteer must attend an orientation. Orientations are held periodically at the Shelter on Wednesday afternoons at 4:45pm. Please check the website for scheduled dates.
3. In order to maintain a high quality volunteer program the Shelter Director has the discretion to deny a volunteer application.
4. Volunteers must have computer access as this is the primary way the Shelter communicates and shares information. Please remember you may visit your local library's computer center if you do not have a personal computer.
5. All volunteers must satisfactorily complete the specific training requirements of the requested volunteer position.
6. The volunteer is responsible for understanding all of his/her duties; the information provided in the Volunteer Manual and the general management of the Cape May County Animal Shelter and Adoption Center. If the volunteer does not understand this information it is his/her responsibility to seek further instruction or clarification. A copy of the Volunteer Manual will be provided electronically only.
7. The Shelter Director and staff will provide proper supervision of all volunteers and are responsible for all volunteers at the facility.

8. In situations where corrective action needs to be taken concerning the performance of a volunteer such information will be provided in writing by a staff member and forwarded to the Assistant Manager. The Assistant Manager will review the complaint and address this situation or may decide to forward it to the Shelter Director. Volunteers may be given either a verbal or written warning and may receive additional training as warranted. Any further actions may result in suspension or dismissal of the volunteer depending on the severity of the circumstances.
9. Possible grounds for dismissal may include, but are not limited to, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of clients, animals, other volunteers or employees, failure to abide by the established volunteer guidelines, failure to follow specific instructions given by staff and failure to satisfactorily perform assigned duties.
10. Volunteers will not provide information to the media concerning Shelter operations and will refer all questions from the media to the Shelter Director.
11. Volunteers must dress appropriately for the conditions and performance of their duties. As representatives of the Cape May County Animal Shelter and Adoption Center, volunteers, like paid staff, are responsible for presenting a good image to the public who visit the facility and therefore must maintain a neat and clean appearance. The Shelter Director reserves the right to deem what is appropriate attire.
12. Volunteers are responsible for completing a record of attendance and must indicate the beginning and end of the shift they volunteered.
13. Volunteers will e-mail specific days and times to the Shelter when they would like to volunteer to facilitate the scheduling of staff assignments based on anticipated assistance. If the volunteer cannot serve at the scheduled time he/she must notify the Shelter as soon as possible.
14. Volunteers are not permitted to handle any animal until they have completed the required training.
15. Volunteers are prohibited from certain non-public areas such as the Veterinarian Technician Room, Isolation Room and the area of the kennels behind the large blue wall commonly referred to as "Behind The Line."
16. In order to allow visitors priority in parking volunteers will not park their vehicles in the parking lot but in the spaces next to the lot or across Shelter Road.

Volunteer Acknowledgement

I have read, understand and agree to the volunteer guidelines set forth in the Cape May County Animal Shelter and Adoption Center Volunteer Manual. I fully understand and agree that I am providing services in a volunteer capacity without any expressed or implied promise of salary or employment benefits. I agree to perform my volunteer duties to the best of my ability and to adhere to the guidelines detailed in the Volunteer Manual. I further understand that my volunteer involvement may be terminated for reasons including, but not limited to, those outlined in the Volunteer Manual.

I recognize that working with animals puts me at a physical risk, and I agree to assume that risk. I realize that although the Cape May County Animal Shelter and Adoption Center has taken all reasonable measures to protect me, accidents and injuries may still occur. Therefore, I hereby release and entirely discharge the Cape May County Animal Shelter and Adoption Center from all claims and causes of action of negligence or gross negligence that I or another might have or bring relating to or arising from any injury or damage that I should sustain while assisting the Cape May County Animal Shelter and Adoption Center or in connection with my volunteer work here.

Volunteer Name: _____

Volunteer Signature: _____ **Date** _____

Parent/Guardian _____ **Date** _____

Volunteer Coordinator _____ **Date** _____

or

Shelter Director _____ **Date** _____

***Once signed this form will be maintained in the volunteer record by the Volunteer Coordinator