



A self-funded, Foster-care, non-kill group  
Authorised Charity Holder CFN 14802 INC 9874224  
ABN: 693 179 807 71.

Approved Rehoming Organisation: **R251000005**

**ANIMAL RIGHTS AND RESCUE GROUP, Inc.**

Postal Address: PO Box 987, LISMORE NSW 2480

**Location:** 135 Three Chain Road, SOUTH LISMORE.

**Phone:** (02) 6622 1881 (Mon-Fri 9:00 am to 3:00 pm *excl. PH's*)

**Operating Hours (Appointments):** Mon-Fri 10:00 am to 2:00 pm

**Email:** [nonkill@animalrights.org.au](mailto:nonkill@animalrights.org.au)

**Website:** [www.animalrights.org.au](http://www.animalrights.org.au)

**Facebook:** *Animal Rights and Rescue Group*

**Instagram:** *Animal\_Rights\_and\_Rescue*

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## **VOLUNTEER REQUIREMENTS & INFORMATION SHEET**

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ARRG is a No Kill self-funded organisation. Volunteers and foster carers are vital to our rescue operation to help us save unwanted companion animals.

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**Volunteers and the work they carry out at ARRG are very important and valued by us and the animals.**

At our rescue centre volunteers work closely with trained volunteers and the animals. For this reason, the process of applying for voluntary work at the facility is taken particularly seriously.

If you want to volunteer at the animal centre, please read and ensure you understand the requirements outlined below before you apply/call/email and before you sign the application on commencement.

***Applicants must be over the age of 18 - unless part of a school placement.***

***Applicants must be medically fit; Tetanus vaccination is recommended.***

***Ensure you have reliable transport before applying.***

**Volunteer time for all prompt 9:00 am – 2:00 pm** and you are required to sign ON and OFF. Duty lists are used and must be strictly followed. You will have intermittent supervision by admin person/s who are very busy.

### ***Typical duties for volunteers include:***

- Check collars/leads then take the dogs for walks away from Centre on set walking paths; wear hi-vis vest;
- Spray dogs & pens, check for fleas/ticks and brushing dogs **MUST** be thorough (notify office);
- Remove faeces, rubbish, old bones from dog pen & check pen fence for damage and digging;
- Ensure all dogs in each pen have fresh, clean water, and pools are clean & 1/3 filled (unless raining);
- Help with any special needs program animals and medication - instruction provided;
- Clean litter trays and food dishes, clean cat pens and cat shed, handling and brushing cats;
- Report any signs of sickness or injured animals or signs of diarrhoea/vomit to office;
- Laundry: change/wash animal blankets/beds to put on line; bring in dry laundry fold and store correctly;
- Clean inside office and facilities area and outside verandah areas;
- Mow lawns, mulching and whipper snipping.

### ***Knowledge and skills required:***

- Confidence, ability, compassion and experience with handling dogs and/or cats;
- Ability to follow instruction and work as part of a team;
- Be punctual and roster reliable;
- Good communication skills with animals and use your time speaking to animals not people;
- Ability to follow instructions efficiently and work independently and complete ALL tasks.

### ***Essential criteria:***

- Able to get to the animal rescue centre by own transport as there is **NO** public transport;
- Be physically fit and hard working;
- Reliable, willing & able to commit to a rostered shift at least once a week for a minimum of 3 months;
- Only rostered volunteers who have signed on allowed on site; **ALL** other volunteers to call office first.



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***Volunteer characteristics:***

- Have a love of dogs and cats and be patient, confident and very caring when engaging with them;
- Interested in providing a high quality animal care and welfare and be keen to make a difference;
- Enjoy physical work and be highly motivated with the animals as your time here is vital to their welfare;
- Happy to get your hands dirty ALL weather - have wet weather clothing available by start date.



Volunteers are required to strictly adhere to our policies and procedures at the Rescue centre and complete all tasks on the duty list to a high standard for the comfort and welfare of the animals.

Work as a team with other volunteers and understand that your reliable attendance at the Rescue centre is essential and failure to attend creates extra work for other volunteers and less time for the animals.

Unfortunately some applicants are not successful. ARRG reserves the right to decline volunteers based on criteria. All applications are considered by our experienced administration and people considered suitable will be selected to ensure that a high standard of care is provided for our animals that live at the centre.

If your application is successful we will contact you with a start date.

**I have read this form and agree to all the requirements on commencement as a volunteer**

NAME: .....

ADDRESS: .....

TOWN: ..... ..POSTCODE: \_\_\_\_\_

MOBILE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: *(print clearly)*: .....

Signature: ..... Date: \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_\_

*ARRG reserves the right to terminate the position of any volunteer who shows disregard for the rules and procedures agreed upon here. Carefully consider the commitment involved before you apply.*

***THANK YOU FOR CARING.***



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## **VOLUNTEER DETAILS FORM**

### **FIRST READ AND COMPLETE THE VOLUNTEER REQUIREMENTS & INFORMATION SHEET?**

Thank you for offering your support to our organisation. We rely totally on volunteers and donations from the caring public. ARRG has been in operation since 1995 and is a No-Kill organisation using foster carers.

### **WAYS TO HELP US AND THE ANIMALS BY VOLUNTEERING:**

- Become a **foster carer** for a cat or dog – all food and care products provided – Fill in Carers form;
- General **office** help at the centre, including office and reception maintenance and cleaning;
- **Drivers** for pick up and drop off animals;
- Volunteers for the **animal care** and cleaning at the centre;
- **General maintenance**, including mowing and gardening;
- **Fundraisers** for stall and raffle tables;
- Volunteer at **Op Shop**.

### **PLEASE COMPLETE THE INFORMATION FORM BELOW IN FULL:**

**NAME:** .....

**ADDRESS:** .....

**TOWN:** ..... **POSTCODE:** \_ \_ \_ \_

**MOBILE:** \_ \_ \_ \_ **PHONE:** ( \_ \_ ) \_ \_ \_ \_

**EMAIL:** (*print clearly*): .....

**Date of Birth:** \_\_\_ / \_\_\_ / \_\_\_ Do you drive a Manual / Automatic (*circle*) Type of Licence: L / P / Full

**Type of Volunteer Work requested:** ..... **Days Available:** M T W Th F

**Qualifications/Experience:** .....

Are you required to do work experience/training? Yes / No (*circle*)

**What Type:** ..... **Hours:** ..... **for period?:** \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**IMPORTANT:** All information, conversations and documents about people, animals and cases that you see or hear at ARRG are **TOTALLY** confidential and **MUST NOT** be discussed or repeated. This applies to you while volunteering at ARRG or after you leave. A breach of this agreement could result in a legal situation.

***I UNDERSTAND and AGREE with this confidentiality clause:***

**Signature:** ..... **Date:** \_\_\_ / \_\_\_ / 202\_\_\_

**Admin. Signature:** ..... **Date:** \_\_\_ / \_\_\_ / 202\_\_\_