
MY SKILLS AND EXPERIENCE [please detail all your skills which you are willing to bring to the shelter such as: plumber/secretarial skills/great dishwasher/ Level 2 obedience with my German Shepherd.]

MY AVAILABILITY [tick your preferred hours and frequency]

PAA Opening Hours

Monday to Saturday 8:00am – 3:00pm Sunday 6:00am – 9:00am

PAA	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DAY							
HOURS							
Please circle availability: WEEKLY FORTNIGHTLY MONTHLY							

AS A VOLUNTEER it is my responsibility as a volunteer to:

1. Perform my volunteer duties in good spirits and to the best of my ability and to seek guidance when in doubt.
2. Be prompt and reliable in attendance and to contact the supervisor or volunteer coordinator if I am unable to work as scheduled.
3. Respect others and strive to maintain a smooth working relationship with other volunteers.
4. Accept PAA’s right to dismiss a volunteer for any reason, including but not limited to poor performance, cruelty to animals or disrespect to other volunteers.
5. Work safely, adhering to PAA’s code of safe practices.
6. Bring to the attention of the supervisor or volunteer coordinator any physical or medical problems which might inhibit the undertaking of any of the required duties

I have read the Volunteer Induction notes for **Office Administration / Kennel & Cattery** (please circle) on the website and I fully understand the requirements of the role. I have no hesitation in participating in any of the listed duties.

NAME (print)

SIGNATURE

SUPERVISOR’S SIGNATURE

DATE

[NOTE: volunteers must be between 16 and 65 years of age]