



Municipality of Anchorage Animal Care and Control
Adoption. Education. Assistance.
4711 Elmore Road, Anchorage, AK 99507
907-343-8122
www.muni.org/animal

The Municipality of Anchorage Animal Care and Control (MOA) provides care for companion cats, dogs, and a variety of small mammals. Volunteers can assist with improving the emotional and physical well being of animals, along with helping them find new forever homes.

Volunteers need to possess the following physical, mental, and emotional capacities to effectively and safely perform the essential functions of the volunteer position(s) and serve as a MOA volunteer.

Volunteers must:

- Be at least 18 years of age.
- Commit to at least eight hours of service per month.
- Commit to at least six consecutive months of service.
- Be willing and able to pass a background check.
- Be willing and able to abide by the MOA Drug Free Workplace Policy.
- Be able to successfully complete a volunteer health and safety assessment.
- Successfully complete orientation, required training classes, and periodic skills evaluations.

Essential Physical Capabilities to perform the essential functions of all position(s):

- Quick reflexes and ability to use both hands simultaneously (example: open kennel door while handling animal).
- High level of manual dexterity to collar, leash, and/or harness animals.
- Ability to bend and squat in order to collar, leash, harness, or pick up an animal.
- Ability to stand for significant periods of time while walking dogs, socializing cats in their kennels, or assisting the public with visits.
- Average vision with or without correction to move safely without assistance, to observe animal body language without difficulty, and to read notes on animals' paperwork.
- Ability to speak and effectively communicate the English language verbally as well as in written form.
- Ability to maneuver well and react and move quickly (example: ability to quickly pursue and retrieve any cats or dogs who have escaped from a kennel, cage, or play area).
- Ability to handle and restrain animals of all sizes (up to 140 pounds) with extreme caution and care. This requires average vision, hearing, steadiness of hands and body, quick reflexes, physical strength, and mental alertness.
- Must not have strong allergies to dogs, cats or other companion animals that cannot be managed by medication, or to chemicals used in grooming or cleaning.
- Ability to deal with strong and unpleasant odors.
- Ability to cope with a very loud environment.

Additional Essential Physical Capabilities for Cat Volunteers to perform the essential functions of the position:

- Ability to reach into kennels at shoulder.

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Additional Essential Physical Capabilities for Dog Volunteers to perform the essential functions of the position:

- Ability to walk unaided on all types of terrain in all types of weather.

Essential Mental Capabilities to perform the essential functions of all position(s):

- Ability to understand, remember and follow instructions and procedures given in English.
- High level reading, writing, spelling and communication skills (example: understand words such as quarantine, euthanize, and other common industry-related terms), and mastery of the English language.
- Possess problem-solving capability.
- Must be able to recognize potentially dangerous situations when working with animals, must be able to remain calm with animals who are upset; behave sensitively and confidently, show good judgment and act appropriately in these situations.

Essential Emotional Capabilities to perform the essential functions of all position(s):

- Ability to cope with unexpected animal behavior without assistance.
- Ability to cope with an emotionally charged environment with animals that are homeless, neglected, and/or abandoned, as well as the reality that some of the animals in our care may be euthanized.
- Ability to understand the Shelter's policies and procedures regarding companion animals, animal control, and other key animal welfare issues and an ability and willingness to appropriately and accurately represent those policies when interacting with the public or otherwise representing the Shelter.

Level of Supervision:

- Once trained, volunteers must be self-motivated and able to work with minimal supervision, yet must recognize limitations in knowledge and abilities and ask for help when needed.
- Should be able to work independently for long periods of time, as well as work within a team atmosphere with other volunteers or staff.

Risks/Hazard Exposure:

- Understand and recognize volunteer services might include exposure to hazardous cleaning agents, personal injuries, accidents, animal bites, and personal property damage.

At this time Anchorage Animal Care and Control is unable to accept applications from those wishing to fulfill court ordered community service requests.

If you would like to join the volunteer team, possess the required physical, mental and emotional capabilities, and are willing to fulfill training requirements, you are encouraged to complete and sign the remainder of the application. Please direct any questions you may have to the volunteer coordinator. The information in this application will help us find the most appropriate position(s) for you. Please print your responses.

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1. Applicant Information:

Last Name	First Name	Middle Initial	
Address	City	State	Zip
Phone/Cell Phone			
Email	Birth Date (MM/DD/YYYY)		

2. In Case of Emergency, please contact:

Name			
Address	City	State	Zip
Relationship			
Phone	Cell Phone		

3. Are you willing to commit 8 hours a month for at least 6 months? Yes ___ No ___

4. Why would you like to volunteer with Anchorage Animal Care and Control? _____

5. What do you hope to gain from your volunteer experience? _____

6. Do you currently have pets? Yes ___ No ___

a. If yes, what kind? Cat ___ Dog ___ Other (please list) _____

b. Are they spayed or neutered? Yes ___ No ___ Not applicable ___

7. Have you ever been bitten by a cat or dog? Yes ___ No ___

a. Did the bite require medical attention? Yes ___ No ___

b. If yes, please explain _____

8. Please list present and past volunteer position(s):

a. What did you like best about the work? _____

b. What did you like least? _____

c. How long did you volunteer? _____

d. What were your reasons for leaving? _____

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9. Please indicate any special skills/talents you have:

Clerical/Data Entry _____ Public Speaking _____ Photography/Videotaping _____
 Arts/Crafts _____ Graphic Design _____ Grant Research/Writing _____
 Writing/Editing _____ Grooming _____ Event Planning/Coordination _____
 Animal Behavior/Training (please describe) _____
 Other Languages (please list) _____
 Other (please describe – new ideas are welcome!) _____

10. Please list the volunteer position(s) for which you would like to be considered in the order of interest to you (cat or dog volunteer):

1st) _____ 2nd) _____

11. Availability.

Please check the days and times you prefer to volunteer. This is just an approximate.

<i>Shift times</i>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
10 – 11 AM		closed	closed	closed	closed	closed	
11 – 12 PM							
12 – 1 PM							
1 – 2 PM							
2 – 3 PM							
3 – 4 PM							
4 – 5 PM							
5 – 6 PM							
6 – 7 PM	closed						closed

Frequency:

Once a week _____ Once a month _____
 Twice a week _____ Twice a month _____

Are you able to volunteer on a regular schedule? Yes _____ No _____

12. Health and safety assessment: Can you perform all the essential functions of the volunteer position listed on pages 1-2 of this application? If no, which ones can you not perform?

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13. By signing this form, I acknowledge that I meet the requirements to serve as a volunteer at the MOA Animal Care and Control Center, including but not limited to possessing the physical, mental and emotional capabilities required to perform the essential functions of the position(s). I further understand that I will be required to pass a background check as part of the application process and give my consent to MOA and its Contractor to check CourtView for convictions related to cruelty/mistreatment of animals, violence, stalking, harassment, workplace violence and/or illegal drug use.

Printed Name: _____

Signature: _____ Date _____