



Volunteer Process

Dear Friend of HSW:

Thank you for your interest in volunteering at the Humane Society of Wickenburg. It is truly an exciting place to be and a place where you can really make a difference. We have made a number of changes to our volunteer program as of October, 2020. We are excited to kick off a **new** volunteer program to support the activities at HSW. With social change comes a change in our needs and the way we operate. We hope you will be interested in donating your time to better the lives of our animals.

The following information is for adults, with very limited positions for juniors at least 16 years of age.

What has changed?

- HSW is moving to a paperless system. All of the volunteer application forms, orientation, and information are posted on our web site. Even if you have submitted the application previously, we ask that you complete the new streamlined online form. If this is not possible (a family member or friend could assist you) please let the volunteer coordinator know.

<https://wickenburghumane.com/volunteer>

- HSW is requiring volunteers to join the HSW Membership at the **Friend** level or above. We are seeking volunteers who are committed to supporting HSW and demonstrating that support. If you aren't a member, you can join online.

<https://wickenburghumane.com/membership>

- There will be a focus on events, adoptions, thrift/resale store, community relations, or fundraising and there will be limited animal care positions. Our staff is able to manage the day to day care of the shelter animals, and with some exceptions (dog walking) there are limited volunteer opportunities for animal or facility care. Opportunities can be seen on our web site.
- We will have a distinctive western look at events so our volunteers reflect the nature of our town.
- There will be a dedicated Adoption coordinator on staff who will organize the adoption events.

What is staying the same?

- Commitment to our animals and HSW
- Having fun while volunteering
- Sharing adoption success stories and current shelter information
- The volunteer coordinator will be the main point of contact for assignments and questions
- We will have periodic meetings to keep volunteers updated on what is happening. These may be online at some times.

THE STEPS - How to become a volunteer:

Go to <https://wickenburghumane.com/volunteer> to get started. Please contact Cheryl Hoyer, Volunteer Coordinator, with questions. Email: Cheryl@wickenburghumane.com or by Phone: 928-684-8801

1. Submit a Volunteer Application. Include complete and definite schedule availability the next 4-6 months. Please don't write "flexible schedule" as we need specific days noted to plan. Most special events and adoption events are on weekends.
2. Review the online volunteer orientation slide set. In-person orientations are scheduled on an "as needed" basis. Our Volunteer Coordinator will contact you to schedule an orientation.
3. The volunteer coordinator will call you to discuss your areas of interest, answer questions, and assign you to a position that fits your interests and availability.
4. If accepted, training dates and volunteer schedules are usually assigned within the same month. Most volunteer positions require a firm monthly 2 -4 hour commitment for 6 months, depending on opportunities or type of volunteer work.

PLEASE NOTE: Under no circumstances will the Humane Society of Wickenburg be able to verify any hours for court ordered community service. Please contact the court for a list of participating non-profit organizations to verify your hours.

Our address is 4000 Industrial Rd. in Wickenburg. Please come into the lobby and notify the receptionist you are here for orientation. Wear comfortable shoes. **Please do not bring pets or children to the orientation.**

- Once the orientation is completed, the volunteer coordinator will contact you to discuss your interests. Interviews are scheduled only if you have completed the orientation and you are available for the specific training dates and shift openings.
- **Parents of junior volunteers may stay for the entire orientation or you may pick them up at the end.**

Thank you for caring!

Tammy Hankins, Executive Director

Humane Society of Wickenburg