



Non-Academic Community Service Hours Program

Requirements:

- Must be 18 years of age or older.
- Email the Volunteer Manager with the number of hours you need to complete (contact information at the bottom of this document) – a minimum of 8 hours is necessary to complete your service hours with us.
- Start a volunteer account (link will be mailed to you by the Volunteer Manager).
- Sign the waiver located in the volunteer application.
- Pass a background check (no arrests for violence in the last 10 years & no arrests for theft/burglary in the last 5 years).
- Minimal animal contact unless you remain a volunteer after completing your community service hours.
- Must work with a staff member or a regular volunteer during shifts.
- Respect and adhere to the organization's vegan policy (no animal products for consumption are to be brought on site).
- Must be able to be on your feet for extended periods of time.

Task/Assignment Examples:

- Scooping animal yards
- Miscellaneous landscaping
- Cleaning transport crates
- Miscellaneous cleaning duties
- Other duties as assigned

Expectations:

- Thoroughly read the volunteer handbook and sign the Volunteer Code of Conduct Agreement stating that you have done so.
- Adhere to all rules and policies within the handbook.
- Follow all directions provided by the staff or volunteers you are working with.
- Attendance: The activities you will be helping with are extremely important to the functioning of the sanctuary and impact our ability to provide the best care possible for the animals. More than 2 attendance issues, including being more than 15 minutes late for a shift or less than 1 hour notice of an absence will result in dismissal. A single "no call no show" will



result in dismissal; this includes notice given 15 minutes or less notice before your shift. If you have to miss a shift, it will be your responsibility to reschedule that shift in a timely manner so that your hours are completed by their due date. Keep in mind that we have many volunteers and a limited number of spots available.

Service Verification Letters:

- Service letters on official letterhead can be provided when hours are completed.
- Alternate forms of service verification can be accommodated with prior approval.

FAQ:

- What should I bring to my shifts? A water bottle – all tools, gloves, etc. are available on site.
- What should I wear? You will be outside, so dress for the weather and wear shoes/boots that will keep your feet dry and warm.
- What are the shift hours? 10 a.m. – 1 p.m.
- What days are the shifts available? Tuesdays, Fridays, and some Saturdays
- Will I be on my feet a lot? Yes. The farm is quite large, has no paved roads, and is hilly. There is a lot of walking that happens during a typical shift. If you are unable to stand/walk for a long time/distance, please contact the Volunteer Manger to discuss potential accommodation.
- Where are you located? Our address isn't published due to having cruelty case animals on site. The address will be provided before your first shift, but we are in Monroe, WA.
- How do I schedule my shifts? Shifts are listed in the volunteer software. The Volunteer Manager will train you how to use it during your first shift.

If you are interested in applying to volunteer for your service hours, please fill out an application here: <https://pasadosafehaven.galaxydigital.com/>

Contact:

Jen Roers, Volunteer Manager

jenr@pasadosafehaven.org

(360) 793-9393 x100