



We rely on the help of our volunteers to assist us in most areas of the Home, performing the necessary tasks that help with the daily running of the organisation. This is an overview of the various proactive volunteer programs we currently have at the Home. We encourage anyone interested to please read all information on our processes and requirements prior to submitting your application to avoid delays or disappointment.

## Want to apply for a volunteer position?

- Go to [www.dogshome.com/support-our-work/volunteering](http://www.dogshome.com/support-our-work/volunteering);
- Download the Volunteer Application Form;
- Complete the form and provide all supporting documents (*listed below*);
- For more information on volunteering for the Home, please contact our Volunteer Coordinator on (03) 9321 8735 or email: [volunteering@dogshome.com](mailto:volunteering@dogshome.com)

## Supporting documents

You will need to submit the following documents along with your application form:

- Written reference from current or previous employer or volunteer organisation;
- Signed Volunteer Agreement Form;
- Copy of photo ID;
- Commitment to the specific requirements outlined in the role descriptions.

## VOLUNTEER PROGRAMS

At The Lost Dogs' Home we operate a range of volunteer initiatives to help in different areas of the Home. This includes dog walking, event and administration programs. We also cater for high school students through our work experience program, as well as organisations and professionals through the corporate volunteer program.

## DOG ENRICHMENT VOLUNTEERS

Our team of volunteer dog walkers exercise, interact and assist with training the dogs which are currently available for adoption, both on and off the premises. This program reinforces good behaviour to help prepare the dogs for their new homes, and improves their well-being while at the shelter.

### Requirements

- Volunteers are allocated a weekly shift of two hours (minimum). This will be at a regular rostered time between 8am - 4pm, Monday to Sunday;
- Volunteers should be comfortable handling dogs of all sizes, breeds and energy levels;

- Volunteers will be required to attend an interview (during work hours) and a weekday training session should their application be successful;
- Volunteers are required to have an up-to-date tetanus injection;
- Must be 18+ years of age.

## CAT ENRICHMENT VOLUNTEERS

Our team of cat enrichment volunteers assist with improving the well-being of our adoption cats and kittens while they are with us, ensuring that they are prepared for their new homes. This involves enriching our beautiful cats' lives by providing socialisation, mental stimulation and exercise. Our volunteers also regularly assist us with cleaning, feeding and making enrichment toys.

## EVENT VOLUNTEERS

Our event volunteers assist at various on and off-site community events for The Lost Dogs' Home and National Pet Register. Tasks may include helping our team set up and pack down equipment, promoting LDH animal welfare programs

including adoption, general customer service duties and assisting with microchipping and 'ChipChecker' activities. This is generally seasonal work and dependent on our event schedule.

#### Requirements

- Events are usually held on Saturdays and Sundays in various locations within the Melbourne metro area;
- Volunteers should be able to attend a minimum of one event per month, which is confirmed with the Event Coordinator;
- Good customer service and communication skills are required — volunteers should be personable and enjoy dealing with the general public;
- Must be 18+ years of age;
- Confident being hands-on with animals;
- Volunteers will be required to attend an interview and a training session (during work hours) should your application be successful.

#### ADMINISTRATION VOLUNTEERS

Our administration volunteers work within various departments of The Lost Dogs' Home, including National Pet Register and Fundraising. Tasks include packing showbags, mailing receipts, opening mail, sending out registration tags, filing, collating, basic data entry and scanning.

#### Requirements

- Volunteers should be able to commit to a regular weekly shift;
- Some tasks can be monotonous, but are an essential help to the Home;
- Must be 18+ years of age;
- Training sessions prior to commencing volunteer work are not required for administration volunteers — on-the-job training is provided.

#### APPLICATION PROCESS

We have several intakes of volunteers throughout the year. The majority of these intakes are for enrichment volunteers, as this is our largest program. The volunteer application form is available to download on our website at [www.dogshome.com/volunteers](http://www.dogshome.com/volunteers). You will find information here on our current intake status.

#### SUPPORTING DOCUMENTS

Prior to sending in your application form, please ensure it is accompanied by all of the supporting documents, as application forms will not be accepted without the following attachments:

- Written reference from a current or previous employer or volunteer organisation;
- Signed Volunteer Agreement Form;
- Copy of photo ID;
- Commitment to the specific requirements outlined in the role descriptions.

#### WORK EXPERIENCE

The Lost Dogs' Home offers a work experience program to give high school students (over 15 years) the opportunity to learn about animal care and responsible pet ownership while working in a shelter environment. Students must book a full work experience week, from 8am until 4pm, Monday to Friday. This program is very popular, so we advise that you contact us as soon as possible at the beginning of the year to book in your requested week.

#### CORPORATE VOLUNTEERS

The Lost Dogs' Home provides corporate volunteers with the opportunity to complete voluntary work at the Home. If you are allocated a corporate volunteer day by your employer, and would like to complete your day at the Home, please contact our Volunteer and Work Experience Coordinator during business hours.



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Since our official opening in 1913, we have been a voice for animals without owners caring for more than 25,000 cats and dogs each year. Pioneers for fair animal laws, we continue to work on the front line to reduce the number of lost, abandoned and stray cats and dogs.

We rely on public support to run services and programs, including; proactive adoption, foster care and behaviour rehabilitation programs, responsible pet ownership education and provide discounted microchipping through National Pet Register.