



53044 RR #213

Ardrossan, Alberta, T8G 2C4

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Email: info@dreamcatcherassociation.com Website: www.dreamcatchernatureassistedtherapy.ca

Eileen Bona M.Ed. / Founder

Volunteer Job Description

Qualifications and Requirements:

1. If younger than 18, must be approved by the volunteer coordinator and may require an adult supervisor
2. Age limit is 10 years of age and older (14 years of age for the Fuzzy Face Express program). Volunteers ages 10 to 14 will be required to volunteer with a parent/ guardian or another adult volunteer.
3. Dependable and able to make a commitment
4. Has reliable transportation
5. Enjoys working with children and youth
6. Enjoys working with animals
7. Is in good health (some aspects of the work will be physical in nature)
8. Has received orientation and training sessions at Dreamcatcher
9. Has good solid horse and other animal experience – e.g. through horse ownership, volunteering at a therapeutic riding program, working in an equine setting (Not a requirement for all volunteer positions)
10. Current first aid training (unless under 18)
11. Current Criminal Record check and Child Welfare Intervention Record check (unless under 18)
12. Confidentiality agreement
13. Liability waiver and risk acknowledgement

How to Become a Dreamcatcher Volunteer

Steps:

1. Contact the Dreamcatcher Volunteer Coordinator
2. Fill out Volunteer Application form and submit (with résumé if possible)
3. Complete a Criminal Record Check and a Child Welfare Intervention Record Check
4. Attend an interview with the Volunteer Coordinator
5. Attend an orientation session
6. Fill out all necessary volunteer forms and return them to the Volunteer Coordinator
7. Get on the Volunteer email list
8. Attend specific training and shadowing sessions related to volunteer position
9. Fuzzy Face Express Volunteers will also attend:
 - FFE General Orientation
 - Level 1 Training Workshop
 - Level 2 Training Workshop

10. Get started!

Forms which need to be completed:

- Criminal Record Check with Vulnerable Persons Section
- Child Welfare Intervention Record Check
- Volunteer Application form
- Liability Waiver
- Oath of Confidentiality
- Expectations and Responsibilities
- Photo Release (optional)

General Description of What We Look for in our Volunteers:

We are recruiting for volunteers to help us with Programs, Special Events, Animal Care and Property Maintenance. Programs include the:

- ✓ Fuzzy Face Express mobile animal program, day camps, retreats, and groups. These types of programs occur throughout the year at various times.
- ✓ Special Events include tours, presentations, open houses, fundraisers, appreciation events and more. These events take place at various times during the year.
- ✓ Animal Care and Property Maintenance typically involves work done on a regular basis (weekly, monthly) but on occasion may be a one time only project. Some examples of Animal Care and Property Maintenance include cleaning animal enclosures, socializing animals, animal training, and plowing snow, fixing fences, building enclosures, mowing lawns, gardening and more.
- ✓ There is also potential for volunteers to share their skills and interests by volunteering to do things such as photography, administrative assistance, presentations, assist with program development and more.
- ✓ Volunteers will work alongside Dreamcatcher staff in all of these capacities. (Although, there may be times where volunteers are working independently).

All of the Dreamcatcher Programs involve working with vulnerable people or people in need of help in some capacity as well as working with the Dreamcatcher animals which are specially chosen, screened and trained.

What is crucial for volunteers at Dreamcatcher is having good solid animal (including horse) experience, a comfort level around the animals and the ability to read the animals' body language to help prevent things before they might happen - this is to help keep everyone safe and to ensure a great animal experience. ***Animal experience may not be a requirement depending on the volunteer position.*** We also look for people who are patient with children or youth who might have trouble listening or following directions. The populations we work with all need help in some way so we conduct all of our work through love and kindness. As a result, volunteers are required to attend specific trainings and seminars provided by Dreamcatcher which pertain to the areas of work the volunteer will be involved with.

Some examples of how you might be involved in your volunteer role with Dreamcatcher:

1. **Fuzzy Face Express** – This program entails taking animals off the Dreamcatcher site and into schools for children who require Early Intervention (3-5 year olds); into Addictions

Rehabilitation Centers; into homes, programs and centers for the Street Youth and Adults with mental health disorders; into Senior's Homes; and to Special Needs Day Camp venues when invited. The focus of this program is to provide fun, education and skill building through animal interactions. In many cases, the focus may be therapeutic.

Volunteers may be requested to:

- Help get the animals bathed/groomed/trailer loaded before the event
- Help sort out and prepare the supplies needed for an event
- Work with an animal in an educational and interactive capacity for the duration of the event
- Conduct a nature craft station or interactive/educational nature or animal game at the event
- Be responsible for dealing with an animal or program participant who might be extremely nervous or emotionally unbalanced – Dreamcatcher staff are on site to help in every situation if necessary
- **Help to ensure everyone stays safe by being an extra set of eyes and ears**

2. **Day Camps and Youth Retreats for children and youth with special needs and mental health diagnoses** – a maximum of 8 children or youth attend camps at Dreamcatcher 3 or 4 times a year. Camps run for one week and are from 9.30am – 3.30pm during Spring Break and Summer seasons. Camps are designed to have interactive nature and animal exercises, activities and games. They are run by qualified Dreamcatcher animal handlers and mental health staff and focus on skill building, emotional health, social skills, confidence and self esteem and much more. They are tailored to fit the needs of the participants attending.

Volunteers may be requested to:

- Help organize the supplies/materials needed for the camp
- Assist in cleaning up the barn and arena before and after the daily activities
- Help set up and take down before and after the daily camp activities
- Help catch and halter/ lead/ groom an animal with a program participant
- Handle an animal while working with a child or youth for a particular exercise/activity
- **Help to ensure everyone stays safe by being an extra set of eyes and ears**

3. **Fur and Fun Days** – Dreamcatcher offers day camps from other organizations or special needs groups or school groups to come out to the farm for field trips. These days are called Fur and Fun days and they usually have anywhere from 5 to 50 children and youth with special needs who are coming for a two hour tour which includes interactive nature and animal exercises, activities, crafts and games. These days are run by Dreamcatcher animal handlers and special event planners and are generally ended with a weenie roast and marshmallow lunch.

Volunteers may be requested to:

- Help organize the supplies/materials needed for the group
- Assist in cleaning up the barn and arena before and after the daily activities
- Help set up and take down before and after the daily group activities
- Help catch and halter/ lead/ groom an animal with a program participant
- Handle an animal while working with a participant for a particular exercise/activity
- Run a craft, game or animal related station independently or with another volunteer or Dreamcatcher staff.

- **Help to ensure everyone stays safe by being an extra set of eyes and ears**

4. **Special Tour Days** – Children, Youth or Adults attend Dreamcatcher for a fun and interactive animal and nature activity day.

Volunteers may be requested to:

- Help organize the supplies/materials needed for the group
- Assist in cleaning up the barn and arena before and after the daily activities
- Help set up and take down before and after the daily group activities
- Help catch and halter/ lead/ groom an animal with a program participant
- Handle an animal while working with a participant for a particular exercise/activity
- Run a craft, game or animal related station independently or with another volunteer or Dreamcatcher staff.
- **Help to ensure everyone stays safe by being an extra set of eyes and ears**

5. **General Ranch Hand/Property Maintenance** – the Dreamcatcher property is home to many animals. The animals require daily care, feeding and cleaning of their shelters. Dreamcatcher has flower and vegetable gardens that require maintenance and upkeep as well. Any general help in caring for the animals and the property is always greatly appreciated!

Volunteers at Dreamcatcher do not participate in any aspect of counselling with the clients at the Dreamcatcher program. Volunteers will have the opportunity to observe and learn about the experiential aspects of an Animal Assisted Therapy group and will interact with and support clients during these activities. If a client were to make a disclosure to a volunteer or seek counselling support in any way, the volunteer must refer and report this to one of the counsellors working with the group as soon as possible. Also to be reported immediately, is any animal-related concerns such as any abusive behavior witnessed.

Time Commitment

- Time commitment varies depending on the volunteer position.
- Weekly and Monthly Animal Care and Property Maintenance volunteers are asked to commit to a minimum of three months volunteer duration.
- For Programs and Special Events, volunteers may only volunteer once for a program or special event or may volunteer many times. We ask that Program and Special Event Volunteers commit to the program or event a week in advance minimum. However, Special Event and Program volunteers who do not respond to or volunteer for 3 Programs or Special Events in a row, will be taken off the volunteer list (Unless the volunteer is helping out in other capacities e.g., weekly work).
- Time commitment is also determined by the volunteer's availability.
- We ask that volunteers who wish to discontinue volunteering provide us with 2 weeks notice so that we may find another volunteer to fill the position.

Insurance

All volunteers are covered for general liability under Dreamcatcher's general liability insurance policy while working on Dreamcatcher's premises and under Eileen Bona's supervision. Volunteers are NOT covered for professional liability and do not participate in any aspects of counselling with Dreamcatcher clients. Volunteers will be required to sign a risk and liabilities waiver.

VOLUNTEER APPLICATION FORM

Information Form

Date of Application: _____

Personal Information:	
Name	
Mailing Address (full):	
Phone Number (Home:) (Alternate:)	
Date of Birth	
E-mail	

Authorization for Emergency Medical Treatment

<i>Emergency Contacts:</i>	<i>Name</i>	<i>Relation</i>	<i>Phone</i>
Emergency contact 1			
Emergency contact 2			
Emergency contact 3			
Physicians Name			
Physicians phone			
Personal Health Number			
Allergies to Medications			
Current Medications			

In the event emergency medical aid/ treatment is required due to illness or injury during the process of volunteering, or while being on the property of or with any program run by Dreamcatcher, I authorize the Dreamcatcher staff to:

1. Secure and retain medical treatment and transportation if needed
2. Release records upon request to the authorized individuals or agency involved in the medical emergency treatment.

The authorization includes x-ray, surgery, hospitalization, medication, and any treatment procedure deemed 'life saving' by the physician. This provision will only be invoked if the person(s) listed above is unable to be reached.

Date _____ Consent signature _____

Client (over 18), parent or legal guardian
Signed in presence of witness

Relevant Background, Experience and Training:

<p>Languages Spoken (Including sign language)</p>	
<p>Do you hold current CPR/ First aid certificates? (please attach a copy)</p>	
<p>Skills/ Interests/ Hobbies: (Please circle all areas of which you have experience in)</p>	<p>animal training horseback riding animal care fundraising work in helping profession (psychology, social work, health care etc.) work with children/youth photography general computer skills event organization organizational skills accounting/book keeping project management operating large machinery (tractor, snow plow) general trades skills creative arts public speaking people skills other: _____</p>
<p>Brief description/ summary of relevant training/ experience related to working with animals and children/youth</p> <p>(including horsemanship experience: horse ownership, therapeutic riding, volunteer experience, teaching, riding, competitive etc) and other species experience (ie., dog ownership, farm experience, etc)</p>	
<p>Do you have Animal Assisted Therapy Training? If so, please list.</p>	
<p>Current/ previous occupation:</p>	
<p>Volunteer experience/ placements:</p>	

Expectations/ Commitment

Availability (please circle all that apply):	Short-term (min. 3 months) Long-term (longer than 6 months) Occasionally (as needed and available) Mornings Evenings Afternoons Other: _____ Preferred days of the week: _____ Number of hours per week: _____ Number of Days per week: _____ How flexible are you with these hours?:
Placement Preferences (please circle all that apply): *Please note that preferred placement is not guaranteed.	Fuzzy Face Express Animal Care Property Maintenance Programs Special Events Animal Training(experience required) Fundraising Other (may include a skill or service you are wishing to provide voluntarily eg. farrier services, animal training, carpentry, photography, snow plowing etc.) : _____
Will you be willing to provide a criminal record and child welfare check (this is required)	
Do you own a car? Have access to transportation? Please specify.	

How did you hear about our organization? _____

Why have you chosen to volunteer with Dreamcatcher? _____

References:

Please provide two references.

1. Name: _____ Phone Number: _____
 Relationship to you: _____

2. Name: _____ Phone Number: _____
 Relationship to you: _____

Background Check:

Due to the nature of our organization and some of our volunteer positions, Dreamcatcher requires the following background checks to be conducted for all volunteers over 18 years of age.

1. Criminal Record Check
2. Child Welfare Intervention Record Check
3. 2 Personal References

Dreamcatcher will only use the above information to determine your suitability for participating in volunteer work at our organization. All such information will be kept confidential.

Please also include with your Application Form, your current **résumé**.

Unless you indicate otherwise, Dreamcatcher may contact you from time to time to inform you about our programs and events.

Please do not contact me.

Signature: _____

Print Name: _____

Date: _____

(If under 18, this form must be signed by a parent/ guardian.)

Thank you for your interest in our organization.

Your application form can be submitted to the Volunteer Coordinator via email, fax or regular mail, or by making arrangements to drop it off at the office in person.

Fax: 780-809-1046

Email: info@dreamcatcherassociation.com

Phone: 780-809-1047 ext 1

Mailing Address: Atten: Volunteer Coordinator, 53044 RR#213, Ardrossan, AB, T8G 2C4

For Office Use Only

Date Application Received: _____

Date Volunteer First Contacted: _____

Date of Interview: _____

Date Volunteer Accepted: _____

Volunteer Start Date: _____

Dreamcatcher Nature Assisted Therapy respects the privacy of our clients, employees, members and volunteers. We do not sell or solicit the personal information. We use the information collected on this form for our records and to keep you informed about future events and for project evaluation. We may use this information to inform you about programs, services, events and volunteer opportunities. We honour all requests for removal from any and all mailing lists and all requests for donor anonymity.

To correct or confirm your information, please speak with Dreamcatcher's Office Manager Jess Bradley at 780-809-1047 ext 1 or info@dreamcatcherassociation.com.



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Nov 27, 2015

Expectations and Responsibilities

As a Volunteer at Dreamcatcher, you are expected to and responsible for the following:

(Please note that “supervisory staff” refers to the Volunteer Coordinator, the Coordinator of Operations and the Director of Operations. Volunteers will report directly to the Volunteer Coordinator unless the Volunteer Coordinator is unavailable in which case volunteers will report to the next staff in charge. “Supervisory staff” may also refer to any staff leading a particular event on site or off site.)

1. Arriving on time to your scheduled volunteer activities.
2. Checking in with and reporting to the volunteer coordinator. (Unless after hours and staff is not on site)
3. Informing the volunteer coordinator and/ or supervisory staff of absences well in advance. At least 24 hours notice with the exception of emergencies and situations out of your control.
4. Following the direction of the volunteer coordinator for all activities.
5. Completing all of your assigned tasks in an efficient and effective manner.
6. Dressing appropriately for the work you will be engaged in while working at Dreamcatcher both on site and off site. Ensuring you wear closed toed shoes when working with the animals.
7. Wearing a helmet at all times while riding any animal on the property. (Riding animals is a specific volunteer activity which will only be assigned to volunteers with the required amount of large animal experience.)
8. Maintaining your safety at all times.
9. Maintaining the safety of the Dreamcatcher animals at all times.
10. Reporting any issues, incidents, illness, injuries or concerns regarding Dreamcatcher animals to supervisory staff.
11. Reporting any injury or incident involving yourself and/or an animal to supervisory staff.
12. Reporting any issues or incidents relating to Dreamcatcher property to supervisory staff.
13. Respecting the privacy of the homeowners and their private property.
14. Working within your scope of training as a volunteer.
15. Refraining from entering animal enclosures that you have not been given permission to enter.
16. Working only with animals that you are competent and confident to work with.
17. Maintaining the confidentiality of all aspects of the Dreamcatcher practice at all times, especially in regard to Dreamcatcher clients.

18. Treating Dreamcatcher staff, clients, volunteers and animals with the utmost care, respect and consideration.
19. Asking for assistance from supervisory staff (volunteer coordinator or director of operations), without hesitation, when necessary.
20. Ensuring you have a current Criminal Records Check and Child Welfare Intervention Record check on file with Dreamcatcher Administration personnel. (With exception of persons under the age of 18)
21. Ensuring that all of your volunteer forms are filled out and submitted to the volunteer coordinator.
22. Reporting any witnessed incidents of disrespect to clients, staff or animal abuse occurring at Dreamcatcher to supervisory staff.
23. Reporting any abusive comments made by others in regards to people or animals associated with Dreamcatcher to supervisory staff.
24. Maintaining the cleanliness of the Dreamcatcher sites and offices. Please leave things as you found them or better.
25. Turning off all heaters and lights in Dreamcatcher out buildings and offices if you are the last one out.
26. Being a model representative of Dreamcatcher while on duty as a volunteer both on site and off site.
27. Attending regular volunteer training sessions and volunteer meetings when scheduled.
28. Bringing all questions, concerns and comments directly to supervisory staff. If you find yourself in a situation of which you are unsure of what to do, please do not hesitate to ask your supervisory staff for direction.
29. Giving Dreamcatcher at least 2 weeks notice of resignation from your volunteer position so that we can make arrangements for another volunteer to take your place.
30. Please note that friends and relatives may NOT attend your volunteering time WITHOUT permission from supervisory staff. This is for safety and confidentiality reasons.
31. Please DO NOT bring your own pets to Dreamcatcher without permission from supervisory staff as it can cause safety issues for your pet and the Dreamcatcher animals.

Volunteer Name (Print)

Signature

Date