



Lexington County Animal Services Volunteer Program

Volunteer Program Overview: Volunteers will play a vital role in achieving the adoption goals of LCAS. Volunteer service to the shelter will focus on adoption animals and events to complement the efforts of staff. Volunteers are used to socialize animals, provide animal enrichment, assist with animal adoptions, provide customer service to possible adopters, and assist with off-site adoption events. Volunteers and their special skills and talents make a positive difference in the lives of shelter animals. Recruiting and retaining good volunteers can significantly assist in good and effective shelter operation.

The Volunteer Coordinator will monitor the program at the direction of the Animal Services Director. The Animal Services Director will determine the appropriate staffing levels for volunteers, depending upon the needs of the shelter and other relevant considerations. All shelter volunteers serve on an "at will" basis.

Volunteer Application & Approval: Individuals wishing to become a part of the shelter's volunteer team are required to complete a volunteer application, sign the agreement and complete the background check form located on our webpage or at the shelter. The coordinator will normally review all volunteer applications and contact potential volunteers to advise them of the steps involved to become an active volunteer.

Accepted volunteers will receive notification of a required orientation meeting prior to starting. At the orientation meeting new volunteers will receive a Volunteer T-Shirt that they must always wear when volunteering. Documentation will be kept on file in the Director's office.

Scheduling will be completed by the Volunteer Coordinator. Volunteers are expected to provide a minimum of eight (8) hours of service per month. If a volunteer is unable to provide a minimum of 8 hours of service per month, the volunteer may be designated inactive by LCAS. Volunteers are to contact the shelter immediately if unable to arrive at the scheduled/agreed time. Volunteers who do not report as scheduled, and who do not communicate with LCAS when unable to report as scheduled will not remain part of the volunteer program.

Not all potential volunteers will be accepted to provide service at the shelter. The primary reason for this would be that the number of volunteer candidates exceeds the number of volunteer positions. Some other possible reasons include that they do not pass the background check; their service offered is not needed; they have an incompatible schedule; they have a poor, abusive, or questionable history with animals; or they are opposed to euthanasia. The Volunteer Coordinator may explain the reason why a volunteer has not been accepted and offer suggestions, if appropriate, for volunteering with other organizations.

Volunteer Orientation: The Volunteer Coordinator will schedule all volunteers to attend an orientation session prior to working at the shelter. The orientation program is designed to ensure all volunteers receive uniforms, training, and instruction. Topics covered at orientation generally include but are not limited to: dress code; safety guidelines; interaction with staff, work crew, and the general public; scheduling; and general performance expectations.



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Rules of Conduct: As with staff members at the shelter, volunteers are expected to adhere to certain rules of conduct and behavior in order to provide a safe and productive work environment. The shelter will explain these general rules during the orientation. Volunteers must commit to the safety standards, protocols and policies of the shelter prior to service. Volunteers must fully understand the vision, mission and values of Animal Services.

Assigned Duties: Volunteers are not allowed to deviate from their responsibilities as provided by the Volunteer Coordinator. Volunteers will not be allowed access to areas of the shelter beyond the dog adoption runs, play yard area, and cat adoption rooms. Volunteers will not be given access to the shelter or office areas without an LCAS employee being present.

Dress: Volunteers must wear their volunteer t-shirt and close-toed shoes. Long pants are required for safety reasons. Volunteers will be asked to leave and come back with appropriate attire if they arrive without following the required dress code. Inappropriate dress/attire will be addressed by the Volunteer Coordinator.

Professionalism: Volunteers are expected to perform their volunteer service/duties ~~work~~ in a professional manner, to refrain from loitering in areas (particularly in individual offices and front desk areas), and to refer visitors to staff if questions are asked and the proper answer is not known.

Work Hours Volunteers are scheduled for service based upon the needs of the shelter and are expected to adhere to a designated work schedule. Volunteer scheduling will be designated by the Volunteer Coordinator to ensure proper coverage of shelter needs and events.

Volunteer Sign In: Each volunteer is to sign in and sign out at the reception desk to document the dates and times volunteers are at the shelter or assisting with special projects. The volunteer service record gives LCAS an overall picture of the impact of volunteer contribution.

Termination of Volunteers Volunteers serve LCAS on an “at will” basis, meaning that either Lexington County or the volunteer may terminate the volunteer relationship at any time, with or without notice or reason.

In most situations, any performance or conduct problems will be brought to the attention of the Volunteer Coordinator who may discuss the situation with the Director.

Should there be a serious incident that would warrant the volunteer leaving immediately, the Volunteer Coordinator has the authority to direct the volunteer to leave.



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County of Lexington Animal Services Volunteer Acknowledgements and Agreement

I (applicant/please print first and last name), _____, am being considered for an opportunity to perform volunteer services for Lexington County Animal Services (LCAS) and the County of Lexington (the County). I do hereby acknowledge and agree to the following:

1. **Age of Majority and Commitment to Perform.** I am eighteen (18) years of age or older. I understand, acknowledge, and agree that I am required to abide by all policies and procedures set forth by LCAS and the County.
2. **Volunteer Service is On An "At Will" Basis.** I acknowledge and understand that volunteers serve LCAS/the County on an "at will" basis, meaning that either the County or the volunteer may terminate the volunteer relationship at any time, with or without notice or reason.
3. **Professionalism & Representation.** I agree to conduct myself in a courteous and professional manner as a volunteer and representative of LCAS. I agree to work in support of the mission and goals of LCAS, and will work harmoniously with LCAS, the County, its employees, and volunteers to help animals in a proactive, professional, and positive way.
4. **Volunteer, Not Employee.** I understand, acknowledge, and agree that my volunteer service with LCAS is not employment by or with the County and that I shall not receive, nor be entitled to receive, any compensation, reimbursement, or remuneration related to my volunteer services. I fully acknowledge that I have no expectation whatsoever that I will receive any form of compensation or remuneration for my volunteer services. I understand, acknowledge, and agree that at no time will I be considered or deemed to be an employee of the County.
5. **Services Refused.** I understand, acknowledge, and LCAS may refuse to accept my volunteer service at any time, with or without notice or reason, and at that point I must stop providing those services and stop presenting myself as a volunteer for LCAS.
6. **Assigned Duties.** I agree that I will not misuse County property or materials. I agree that I will not switch volunteer assignments with another volunteer unless directed to do so by the Volunteer Coordinator or LCAS Director. I agree that I will not perform duties that are not authorized by the Volunteer Coordinator or LCAS Director. I agree that I will not enter areas of the shelter not authorized by the Volunteer Coordinator or LCAS Director.
7. **Confidential information.** I understand and acknowledge that during my volunteer service, I may have access to, or may observe, certain information that is proprietary to the County, and I hereby agree not to disclose, discuss, or reveal any such information to parties outside of the County and to keep any County records or files confidential. I also agree to keep any information about persons or businesses that I may observe confidential, and I agree not to disclose, discuss, or reveal any such information to anyone other than those involved in my volunteer service with me.
8. **General Fitness for Volunteer Service.** I certify that I am in good health, have had no recent known or suspected exposure to a contagious disease, and have had no recent surgery or serious illness that would interfere with my responsibilities as a LCAS volunteer.



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9. **Photographing/Social Media.** I agree that I will not take or use any unauthorized photographs or videos from the shelter. I further agree that I will not disseminate or post any unauthorized information on social media or release such information about LCAS to the public.
10. **Volunteer Status and Assumption of the Risk of Injury.** I understand, acknowledge, and agree that I am a volunteer. I recognize, understand, and acknowledge that there are certain risks of physical injury associated with this volunteer activity, and I agree to assume the full risk of any injuries, including death, or loss which I may sustain as a result of participating in any and all activities connected with, or associated with this volunteer service. I further understand and acknowledge that workers' compensation does not apply since I am not an employee of the County.
11. **Release From Liability.** In consideration of being allowed to participate as a volunteer, I agree to release and hold harmless LCAS the County, and the County's past and current elected officials, the County's past and current employees, and the County's past and current agents from and against any and all losses, expenses, claims, actions, liabilities and judgments (including attorneys' fees through all appellate levels), which I may sustain or suffer as a result of, or arising out of, my participation in this volunteer service, whether caused by the negligence, action, or inaction of the County or persons acting on its behalf or otherwise. I also agree that I will indemnify the County for any losses it sustains as a consequence of my negligent or reckless acts or omissions.
12. **Criminal Background Check Requirement:** I understand and acknowledge that the opportunity to participate in volunteer service at LCAS is contingent upon the satisfactory results of a full criminal background check as determined by the County.

Have you ever been convicted of a crime other than a minor traffic violation? Circle: **Yes or No**

If yes, please give details:

Volunteer Signature _____ Date _____

Director Signature _____ Date _____

**County of Lexington Animal Services
Volunteer Acknowledgements and Agreement
Release from Liability**



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freely made the decision to participate in a voluntary community service activity in the greater Lexington County, South Carolina area.

2. I acknowledge that my status is that of a **VOLUNTEER**. I acknowledge that I have **no expectation whatsoever** that I will receive **any** compensation in **any** form for my **VOLUNTEER** service. I further acknowledge that I am **not** an employee, agent, or contractor, and that no employment or agency relationship exists or will be created as a result of my **VOLUNTEER** service. My status is that of a "**VOLUNTEER**" and I will be referred to as a "**VOLUNTEER**."
3. I understand that my **VOLUNTEER** activities will involve working with animals (dogs and cats). I understand that it is possible that I could be scratched, bitten, or otherwise injured by one or more of the animals, and that it possible that my personal property could be damaged by one or more of the animals. I understand that I may be exposed to canine and/or feline illness and disease, and that it is possible that I could indirectly expose my own pet(s) to such illness and disease.
4. I also understand that my **VOLUNTEER** activities may involve interacting with citizens/members of the public and that it is possible that I could somehow become injured while interacting or preparing to interact with these citizens/members of the public.
5. I understand that as a **VOLUNTEER**, I am **not** covered by Lexington County's workers' compensation insurance, or any other type of insurance provided by or through Lexington County. I understand that I am personally responsible for providing my own insurance (medical, liability, auto, and/or other) coverage.
6. By deciding to participate in this **VOLUNTEER** activity, I am fully assuming the risk that I could be scratched, bitten, or otherwise injured during the course of my **VOLUNTEER** activities. I am fully assuming the risk that my personal property could be damaged during the course of my **VOLUNTEER** activities. I am fully assuming the risk that I may be exposed to canine and/or feline illness and disease, and that I could indirectly expose my own pet(s) to such illness and disease. I agree to hold harmless and release from liability Lexington County, its employees, and its agents for any injury to myself or to my property which may occur during the course of my activities as a **VOLUNTEER**.
7. I agree to be legally and financially responsible for my own acts and omissions during the course of my **VOLUNTEER** service, and I agree to indemnify and hold harmless Lexington County, its employees, and its agents for my own acts and omissions during the course of my **VOLUNTEER** service.
8. I understand that I can withdraw from participating in this **VOLUNTEER** activity at any time, with or without notice or cause. I understand that Lexington County can discontinue my **VOLUNTEER** activity and **VOLUNTEER** relationship at any time, with or without notice or cause. My **VOLUNTEER** relationship with Lexington County is "at will".

My signature below evidences my agreement with **all** of the above terms and conditions of my **VOLUNTEER** relationship with Lexington County.

Signature of Volunteer

Date