



Volunteer Program

The backbone of any non-profit organization is its volunteers. The Animal Ark is no exception. At the Animal Ark we rely on the local community for support and resources. We are a seasonal operation for the public but our animal ambassadors require maintenance year round. That's why our volunteers undertake a wide variety of responsibilities ranging from pulling weeds to leading tours of school children and fundraising. Without the commitment of these volunteers the Animal Ark would not be able to continue to operate.

Currently we have few paid positions* but many volunteer opportunities. If you have as few as 4 hours a week or as much as 30 hours a month to volunteer your valuable time, the Animal Ark welcomes your assistance with a broad array of tasks outlined below. You will be joining a dedicated and fun-loving group and enjoy the reward of helping. We look forward to hearing from you. The following are areas that you may become involved in.

Ambassador Team – This dynamic group of people is involved in the planning of special events, fundraising, advertising, press releases, web site monitoring, design of promotional publications and community outreach such as information booths and public speaking. Increasing public awareness of Animal Ark and its mission is a **critical need** of the organization. (18 hrs of shadowing at facility in all areas required)

Animal Keeper/Educator – This position requires a long term commitment to quality animal care. Animal Keepers must also enjoy working with people and be available to lead school age children on guided tours. (This position requires volunteering in other areas before being approved for Animal Keeper)

Docent – These individuals assist with the daily operation of the facility when open to the public. The primary purpose is to interact with the public in a positive way, answering questions, sharing interesting Ark stories and maintaining safety protocols for both the public and the animal ambassadors. (18 hrs of docent shadowing required)

Facility Maintenance – Clean-up, weed control, watering trees, painting and other general maintenance of a public facility. This may also include picking up and delivering of animal foods and supplies.

Wildlife Educator – This consists of conducting tours of the facility for school children or other groups that schedule a private tour. (18 hrs of shadowing to learn about the facility, observation of 3 tours, and co-leadership of one required)

*Paid positions are usually hired from existing experienced volunteers

Volunteer Application

To become a volunteer you must first tour the full facility and talk to a current staff member and a volunteer if available. At that point you may submit your application in person or send to:

Animal Ark • P.O Box 60057 • Reno, NV 89506

After receiving your application a person from the appropriate department will be in touch with you.

My interests are in the following:

- Ambassador Team** – (18 & older) – 5 hrs to 20 hrs a month
- Animal Keeper/Educator** – (18 & older) – 8 hrs one day per week when open, 3 hrs during winter, one year commitment, (4WD recommended for winter animal care)
- Docent** – (16 & older) – Tuesday – Sunday, at least 6 1/2 hrs, 2 days per month April – October
- Facility Maintenance** – (16 & older) as needed 1 or more days per month
- Wildlife Educator** - (18 & Older) – Tuesday – Friday 3 hrs. Fall & Spring at least once weekly April-October (varies in summer)

Name _____

Address _____

City _____ State _____ Zip _____

Home or Cell# _____ Work# _____ DOB ____ / ____ / ____

E-mail: _____

Days & Times Available - _____

Signature _____

Parent or Guardian signature if applicant is under age 18.

Liability release form to be signed on first volunteer day by everyone.
Once assigned to a position you will need to read and sign an acknowledgment of our
Volunteer/Staff Policies & Safety Procedures Manual.