



dreamcatcher™
nature assisted therapy

53044 RR #213
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www.dreamcatcherassociation.com
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 14 years of age and older. Volunteers ages 14 to 18 will be required to volunteer with a parent/ guardian or another 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 – call 780-809-1047 for more information
2. Fill out the 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. 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:

- ✓ Special Events include tours, presentations, information fairs, 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, shoveling 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 may join the Dreamcatcher™ Charity board, become a member and assist with fundraising to help vulnerable people or enhance the care and welfare of the rescued animals.
- ✓ 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 with both people and animals in your volunteer role with Dreamcatcher™:

- 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
- Provide animal care through cleaning animal enclosures, cages.

Special Event Volunteers may be requested to:

- Help get the animals bathed/groomed before an 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

1. 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

2. Fur and Fun Days – Dreamcatcher™ offers day camps from other organizations or special needs groups or school groups to come out to the ranch 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

3. 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, halter, groom and handle an animal

4. 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 with a minimum week in advance notice. 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.

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 – available at your local police station
2. Child Welfare Intervention Record Check – available at your local Child and Family Services office
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.

VOLUNTEER APPLICATION FORM

| | | | |
|--|-------------|-------------------------|--------------|
| Name: | | Date of Birth | |
| Phone Number: | (Home) | (Cell) | |
| Full Address: | | | |
| Email Address: | | | |
| Medical History | | | |
| Medical Conditions? | | | |
| Allergies? | | | |
| Current Medications | | | |
| Allergies to Medications | | | |
| Personal Health Number | | | |
| Physicians Name | | | |
| Physicians phone | | | |
| Other Information? | | | |
| Emergency Contacts: | Name | Relation | Phone |
| Emergency contact 1 | | | |
| Emergency contact 2 | | | |
| Emergency contact 3 | | | |
| Authorization for Emergency Medical Treatment | | | |
| <p>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:</p> <ol style="list-style-type: none"> 1. Secure and retain medical treatment, assisting to administer your medication, and transportation if needed 2. Release records upon request to the authorized individuals or agency involved in the medical emergency treatment. <p>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.</p> | | | |
| Date _____ | | Consent signature _____ | |
| Volunteer (over 18), parent or legal guardian. | | | |
| Relevant Background, Experience and Training: | | | |
| Languages Spoken (Including sign language) | | | |
| Do you hold current CPR/ First aid certificates? | | | |
| Current/ previous occupation: | | | |
| Volunteer experience/ placements: | | | |
| Do you have Animal Assisted Therapy Training? If so, please list | | | |

| | |
|--|---|
| Brief description of relevant training/ experience related to working with animals and youth (including horsemanship experience: horse ownership, therapeutic riding, volunteer experience, teaching, riding, competitive etc) and other species experience (ie., dog ownership, farm experience, etc) | |
| Skills/ Interests/ Hobbies: (Please circle all areas of which you have experience in) | 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: _____ |

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. | Animal Care Property Maintenance Programs Special Events Fundraising Animal Training(experience required) Other: (skill/service you wish to provide voluntarily eg. farrier services, animal training, carpentry, photography, snow plowing etc.) |
|---|--|

| | |
|--|--|
| 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: _____

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, Therapists, Admin, and Executive Director. 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)

Volunteer Signature

Parent/Guardian name if necessary

Signature

Official Oath of Confidentiality

Canada
Province of Alberta

I, _____, recognize that my role as a Volunteer with Dreamcatcher™ Nature Assisted Therapy will entitle me to certain information about program participants which should be treated as confidential. All information given to me by a parent / instructor / program participant in relation to a program participant will be discussed only with the personnel of Dreamcatcher™ Nature Assisted Therapy.

At no time will I discuss any information about the program or program participants with other parents / care givers or any other individuals. I recognize that all material and papers pertaining to the program and program participant's care are legal documents, and that all information contained therein is confidential.

Name: _____ Signature: _____ Date: _____

Photo Release Form (not mandatory)

I hereby consent to and authorize the use and reproduction by Dreamcatcher™ Nature Assisted Therapy of any and all photographs and/or any other audiovisual materials taken of me / my son /my daughter / my ward / my animal, for promotional printed material, educational activities, exhibitions, or for any other use for the benefit of the program.

Name: _____ Signature: _____ Date: _____

ACKNOWLEDGMENT OF RISK AND RELEASE OF LIABILITY

**For Participants in the Province or Territory in which the Animal and Nature Activities are provided by the Host
If Participant is under age, a Legal Guardian must sign and initial on their behalf.**

WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS. READ IT CAREFULLY!

Every Person Must Read and Understand this Waiver Before Participating in Animal and Nature-Assisted Activities
The following waiver of all claims, release from all liability, assumption of all risks, agreement not to sue and other terms of this agreement are entered into by me (the Participant) with and for the benefit of 1320394 Alberta Ltd a.k.a Dreamcatcher™ Nature Assisted Therapy a.k.a Dreamcatcher™, its directors, officers, employees, volunteers, business operators, agents and site-property owners or leasees (collectively the "Host"). Without limiting the generality of the foregoing, "Animal and Nature Activities" include but are not limited to interacting with large animals including equines, interacting with a variety of farm animal species, riding equines, being in a farm environment, nature walks, skating, tobogganing, nature crafting or building in nature, hay rides and animal training provided by the "Host" to the Participant.

Initial Each Item Below After Reading and Understanding Each Item:

____1. I am aware that there are inherent dangers, hazards and risks (collectively "Risks") associated with "Animal and Nature Activities" and injuries resulting from these "Risks" can occur. I am aware that the "Risks" of "Animal and Nature Activities" mean those dangerous conditions which are an integral part of "Animal and Nature Activities", including but not limited to:

- (a) the propensity of any equine, ruminant, canine, feline or fowl to behave in ways that may result in injury, harm or death to persons on or around them and to potentially collide with, bite or kick other animals, people or objects;
- (b) the unpredictability of an equine, ruminant, canine, feline or fowl's reaction to such things as sounds, sudden movement, tremors, vibrations, unfamiliar objects, persons or other animals and hazards such as subsurface objects;
- (c) the potential for other participants to behave in a negligent manner that may contribute to injury to themselves or others, including failing to act within their abilities to maintain control over an equine, ruminant, canine, feline or fowl; and
- (d) the potential for participants to fall over or from obstacles, from equines, or from moving vehicles that may be found in a nature setting.

- (e) the potential to be at greater risk of illness or infection while working in an outdoor setting or with any equine, ruminant, canine, feline, or fowl, particularly for person with auto-immune deficiencies.
- (f) the potential to be at greater risk of illness or infection while working with animals while pregnant.
- (g) the potential for wildlife encounters and the unpredictable nature of such animals.

____ 2. I freely accept and fully assume all responsibility for all “Risks” and possibilities of personal injury, death, property damage or loss resulting from my participation in “Animal and Nature Activities”.

____ 3. All pregnant visitors to Dreamcatcher™ will refrain from: entering the fowl coops or touching eggs; riding or mounting equines; strenuous or over-extending work, activities or demonstrations; being near animals that have recently given birth; being near cat litter boxes or feces.

____ 4. I agree that although the “Host” has taken steps to reduce the “Risks” and increase the safety of the “Animal and Nature Activities”, it is not possible for the “Host” to make the “Animal and Nature Activities” completely safe. I accept these “Risks” and agree to the terms of this waiver even if the “Host” is found to be negligent or in breach of any duty of care or any obligation to me in my participation in “Animal and Nature Activities”.

____ 5. In addition to consideration given to the “Host” for my participation in “Animal and Nature Activities”, I and my heirs, next of kin, executors, administrators and assigns (collectively my “Legal Representatives”) agree:

- (a) to waive all claims that I have or may have in the future against the “Host”;
- (b) to release and forever discharge the “Host” from all liability for any personal injury, death, property damage, or loss resulting from my participation in the “Animal and Nature Activities” due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error in judgment of the “Host”
- (c) to be liable for and to hold harmless and indemnify the “Host” from all actions, proceedings, claims, damages, costs demands, including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with my participation in “Animal and Nature Activities”.

____ 6. I agree that this waiver and all terms contained herein are governed exclusively and in all respects by the laws of the Province or Territory of Canada in which the “Animal and Nature Activities” are provided by the “Host”. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory of Canada and I agree that no other court can exercise jurisdiction over the terms and claims referred to herein. Any litigation to enforce this waiver will be instituted in the Province or Territory of Canada in which the “Animal and Nature Activities” are provided by the “Host”.

____ 7. I confirm that I have had sufficient time to read and understand this waiver in its entirety. I understand that this agreement represents the entire agreement between myself and the “Host”, and it is binding on myself and my “Legal Representative”.

____ 8. I confirm that I have reached the age of majority in the province in which I am participating in “Animal and Nature Activities”.

Please Print Clearly

Participant Name _____ Date of Birth _____

Complete Address _____

Participant Phone Number _____

 (Signature of Program Participant)
 (Parent or Guardian if under 18)

 Date Signed

 (Print Name of “Host” Witness to Signing and Initialing)

 Date Signed

 (Signature of “Host” Witness)

EXTRAS

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: eileen@dreamcatcherassociation.com

Phone: 780-809-1047 ext 1

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

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 Admin Jess Mayhew at 780-809-1047 ext 1 or info@dreamcatcherassociation.com.

For Office Use Only

Date Application Received: _____

Date Volunteer First Contacted: _____

Date of Interview: _____

Date Volunteer Accepted: _____

Volunteer Start Date: _____