

**PRIMATE RESCUE CENTER, INC.
ON-SITE VOLUNTEER
APPLICATION CHECKLIST**

Please read the following information carefully and sign the bottom.

Program Guidelines:

Our on-site volunteer program is limited to individuals who are at least 18 years old.

All applicants must agree:

- To represent the PRC in a professional and knowledgeable manner;
- To adhere to all PRC policies, guidelines and given instructions;
- To demonstrate common sense and respect for all fellow primates (human and non-human);
- To be reliable, enthusiastic, and eager to work;
- To pre-approve enrichment and fundraising projects with a supervisor;
- **NOT** to initiate any physical contact with any resident primates for any reason, at any time.

Volunteers who are unable or unwilling to meet our requirements will be dismissed. We reserve the right to dismiss any volunteer at any time for any reason, including but not limited to: tardiness, excessive cancellations, unpleasant attitude, inappropriate interaction with the animals, or inability to work well with others.

Application Packet Must Include:

- Signed Application Checklist (1 page)
- Completed Written Application (2 pages)
- Signed Volunteer Expectations document (1 page)
- Copy of a Valid Driver's License or Other Form of Identification (1 page)

All materials should be printed, filled out and mailed, e-mailed or faxed to:

Primate Rescue Center, Inc.

Attn: Melanie Parker

2515 Bethel Road

Nicholasville, KY 40536

859-858-4866

859-858-0044 (fax)

MelanieP@primaterescue.org

Depending on our needs and your schedule, an on-site orientation may be scheduled after your application is received and reviewed.

I have read and understand the requirements of all Primate Rescue Center volunteers. I agree to abide by all PRC policies, rules, and guidelines. I understand that my failure to do so will result in my dismissal.

Signature: _____

Print Name: _____ Date: _____

PRIMATE RESCUE CENTER, INC. ON-SITE VOLUNTEER APPLICATION

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

City/State/Zip: _____ Email: _____

New volunteer orientations are scheduled at 2PM on weekdays only

What time commitment would you like to make to the PRC?

Level I (minimum of 4 hours/week) _____

Level II (minimum of 6 hours/week) _____

Level III (minimum of 8 hours/week) _____

Can you provide the specific days or dates you will be available? _____

What are your expectations of volunteering at the PRC? _____

How did you learn about the PRC? _____

Are you a member (past/present) of any animal/environmental organizations? **Yes / No**

Please list if you'd like: _____

Please tell us about your interest in primates and other animals: _____

Please tell us about your animal related experience (domestic/exotic; when; where; what species): _____

	School / Location	Relevant Coursework	Degree(s) Awarded
High School			
Undergraduate			
Graduate			
Other			

REFERENCES:

Name	Relationship	Contact Information
1		
2		
3		

Do you have reliable transportation? **Yes / No** **Car/Truck/Van** (please circle)

Are you willing to make pickups/deliveries? **Yes / No**

Have you ever been convicted of a felony? **Yes / No** Please explain if yes: _____

ADDITIONAL QUALIFICATIONS / SPECIAL SKILLS

We can utilize a wide range of skills; please check off or list any that may be useful.

First Aid / CPR _____

Veterinary _____

Mac/IBM/Clerical _____

Other _____

Hand tools: **Yes / No**

Power tools: **Yes / No**

Heavy Equipment: **Yes / No**

Gardening: **Yes / No**

Your presence at the PRC involves a certain amount of risk. For this reason, we ask you to list and explain any physical, mental, or sensory conditions that may put yourself, other people, or animals at risk. Please note that we can find ways for anyone to help out with minimal risk. _____

Allergies (pollen, hay-fever, bee stings, etc.). Please note that it is your responsibility to always keep with you any necessary medications (i.e. Epi-Pen for bee stings, inhaler, etc.) _____

Tuberculosis skin test or negative chest x-ray certification: **Yes / No** Date: _____

Hepatitis exposure: **Yes / No** Date: _____

Hepatitis vaccination series (A and/or B): **Yes / No** Date(s): _____

If accepted for a volunteer position at the PRC you agree:

- That any questions you may have about the welfare of the animals or your role here will immediately be posed to your supervisor;
- To adhere to ANY and ALL rules put forth by the PRC staff, and to use your best judgment at all times;
- That in the event you are unable to perform your scheduled shift, you will give us the courtesy of a 24-hour notice;
- **To present certification of a negative Tuberculosis test upon your second visit with us (available at any Dr.'s office or County Health Dept.);**
- **To provide a copy of your driver's license with this application.**

Signature: _____ **Date:** _____

**PLEASE SUBMIT TO: Primate Rescue Center • 2515 Bethel Road, Nicholasville, KY 40356
Office (859) 858-4866 Fax (859) 858-0044 MelanieP@primaterescue.org**

PRIMATE RESCUE CENTER, INC.

VOLUNTEER EXPECTATIONS

What you can expect from your time with us:

- The rare opportunity to work with primates in an environment which is entirely centered on their needs and well-being
- To be immersed in the daily care and ongoing rehabilitation of over 50 primates
- To learn a great deal about nonhuman primate behavior
- To help create enrichment for our residents
- To work in an intimate and dynamic environment that encourages you to be innovative and creative
- To work with a knowledgeable staff who encourages your participation and your questions (and is appreciative of the extra help!)
- To learn more about the issues that affect nonhuman primates both in captivity and in the wild, and to have an opportunity to act on their behalf!

What we will ask of you:

Please

- Arrive on time, alert and ready to work;
- Honk your horn and stay by your car after you've parked. We'll meet you there!
- Dress appropriately: Please wear clothing you don't mind getting dirty; don't wear any loose, flowing clothing; do wear sturdy closed-toe shoes; do tie back long hair;
- No jewelry – it is attractive to the animals and could complicate an injury;
- We're a SMOKE FREE facility, and it's a long uphill walk off the premises;
- You are responsible for your own meals. Bring lunch if you are to be here over lunch hour (12-1). We have both refrigerators and microwaves for your use. If you are staying on the property, please be prepared to bring or purchase your own groceries.
- Do not attempt to have any physical contact with the animals. Not only are they wild animals and inherently aggressive and unpredictable, but many have also experienced past trauma and are especially frightened and wary of strangers;
- Ask questions! We enjoy sharing information about the primates, discussing our policies and helping our volunteers and interns to gain as much as possible from their time with us.

Thank you for your interest!

I understand what I can expect from my experience at the PRC and what will be expected of me.

Signature: _____ **Date:** _____