**Grey Snow Eagle House**

**General Volunteer Information**

The Grey Snow Eagle House (GSEH) encourages people to come out and volunteer to learn about eagle conservation, rehabilitation, and long-term care. This document provides information relevant to a person interested in volunteering, so that they will understand what is expected. We appreciate all of our volunteers immensely and appreciate your interest in volunteering.

**Application Process**

Fill out the GSEH volunteer application (pg. 9 &10) and background check form. Send the completed documents to ACarroll@iowanation.org or bring it by the facility and deliver to the Volunteer Coordinator, Alex Carroll. The managers will determine if your available times will coordinate with any of our time slots. If a shift is available, you will be interviewed and given an overview of the facility. Please check with the Volunteer Coordinator for the date and time. If no shift fits into your schedule, you will be asked to be put on a waiting list in which you will be contacted should one of your time slots open up. **Due to recent changes in insurance policies, starting May 1st 2017, the GSEH will be requiring all volunteers to pass a physical and background check**. The GSEH will pay for the physical if it is conducted at the Iowa Tribe Clinic in Perkins, OK.

**Time Requirement**

The GSEH requests that, because of the time and dedication it takes our staff to train a new volunteer, anyone interested commit to volunteering **once a week for three months**. The time slot that you select will be completely up to you. However, it will need to be at least **4 consecutive hours**. You are free to volunteer more than 4 hours in a week. If you need to take a day off, we ask that you give us a week notice so that we can prepare accordingly for your absence. If you do not call in/email in and do not show up for your scheduled time period with appropriate notice for three or more times, your volunteer position will be open for replacement. Once the three month time period has expired, you will be asked if you want to continue for another three months or be finished with your volunteer time at the GSEH.

Once you begin volunteering we depend on you being present, so that we can schedule tours, work on projects and divide up our daily activities. If you miss your shift without appropriate notice it **severely** hampers our daily activities. Also, please make it a point to be present at the time you sign up for. Leaving your shift early without notice is grounds for replacement. Excessive switching of days and times will not be acceptable.

**Duties**

Taking care of raptors requires physical labor. The daily activities for a volunteer can include, but is not limited to: daily care of eagles (food prep, cage cleaning, disinfecting, etc.), feeder animal care (rat care, rabbit care, quail care), craft projects (building enrichment items for birds), and small construction projects (perch building, cage repairs, etc.). Volunteers will also be invited to the two annual veterinary checks held at the facility.

Due to insurance policies, volunteers will **not** at any time catch an eagle or work with the education birds regardless of prior experience.

**Training**

Upon the first day of volunteering, a volunteer will be given a check-list of chores that they will be doing during their volunteer time (pg. 8). A person is considered “in training” until all of these things have been checked off and initialed by an aviary employee.

**Uniform**

The GSEH asks that you wear clothing that is appropriate for working outside. After your first day, GSEH will provide you with a Volunteer shirt. Consider this shirt to be your uniform while volunteering at GSEH. Wear it every shift. Shorts should be of appropriate length for a work environment. Footwear includes closed toe shoes or rubber boots. You never know who could drop into our facility from the Iowa Tribe, Oklahoma Department of Wildlife, Fish and Wildlife or Oklahoma State University. All individuals should represent the facility in a professional manner.

**Cellphone Use**

Cellphone access is restricted to designated breaks and lunch time. If needed, there will be a safe place provided for you to stow your cellphone during your shift.

**Social Media**

The Grey Snow Eagle House asks that you request permission to put any images from the facility on any social media website. Please email any images you would like to use to mjudkins@iowanation.org for approval. We thank you in abiding by this request as we do not want any pictures to be misunderstood by an outside party.

**GSEH Property**

Property of Grey Snow Eagle House may not leave the aviary grounds unless given written permission from management. This includes, but is not limited to: feeder animals, waste fur and carcasses, veterinary supplies, and reference books.

**Advancement**

Volunteers will advance to the next level if they are in good standing at the following times:

0-3 months: Volunteer in Training

Volunteers at this stage will shadow employees or senior volunteers while they work towards completing the volunteer check list. Once the volunteer check list is completed, they will be assigned specific tasks to be completed that will be checked on by supervisors. Volunteers in training will be invited to attend quarterly trainings to advance their knowledge of raptor rehabilitation, education techniques, and research.

3-6 months: Volunteer

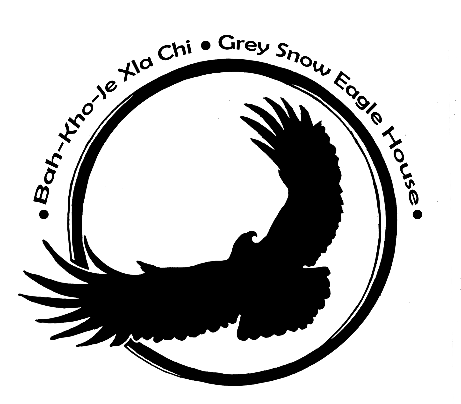
Volunteers at this stage are much more independent and will be assigned tasks to be completed during their assigned time. Volunteers are expected to check the schedule and manage their time efficiently to complete their assigned tasks in the proper way. Excessive calling out at this stage is very detrimental as others will have to complete the volunteer’s assigned tasks. Volunteers at this stage will be invited to quarterly trainings to advance their knowledge. Volunteers will also be able to help teach new volunteers in the New Volunteer Orientation meetings. Volunteers in good standing at this stage will also be invited to yearly vet checks of the eagles when Dr. Welch comes to the Grey Snow Eagle House.

6+ months: Senior Volunteer

Volunteers at this stage will continue being assigned specific tasks for their hours at the aviary, but will have more of a leadership role in the volunteer program. They will also be able to help with onsite outreach when needed. Senior volunteers will be able to assist in teaching during quarterly trainings that they have previously attended. Senior volunteers will also aid in teaching new volunteers the daily activities at the aviary. Volunteers in good standing at this stage will also be invited to yearly vet checks of the eagles when Dr. Welch comes to the Grey Snow Eagle House.

**Hours**

Volunteer hours are recorded on Volgistics VicNet. This program can be launched from either office computer. You are expected to log in at the beginning of your shift and log your hours at the end of each shift. Your password will be emailed to you before your first shift. For more information see the VicNet flyer on the volunteer board or contact ACarroll@iowanation.org.



Grey Snow Eagle House

VOLUNTEER RELEASE

I hereby indicate my willingness to participate as a volunteer at the Grey Snow Eagle House. It is understood that I will follow instructions and directions given by the staff of the Grey Snow Eagle House. I agree to indemnify and hold harmless the Iowa Tribe, its officers and employees for any claims, liabilities and/or costs, including reasonable attorney’s fees and defense costs, arising of any activities related to the performance of the Agreement.

In addition, I understand that volunteering does not guarantee a paid position with the aviary. While we appreciate every volunteer’s hard work, it is impossible financially to hire everyone. Therefore, accumulating 80 hours only makes you eligible for an open position; it does not guarantee a position.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature is required of all applicants: must be 18 years of age or older)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ Phone

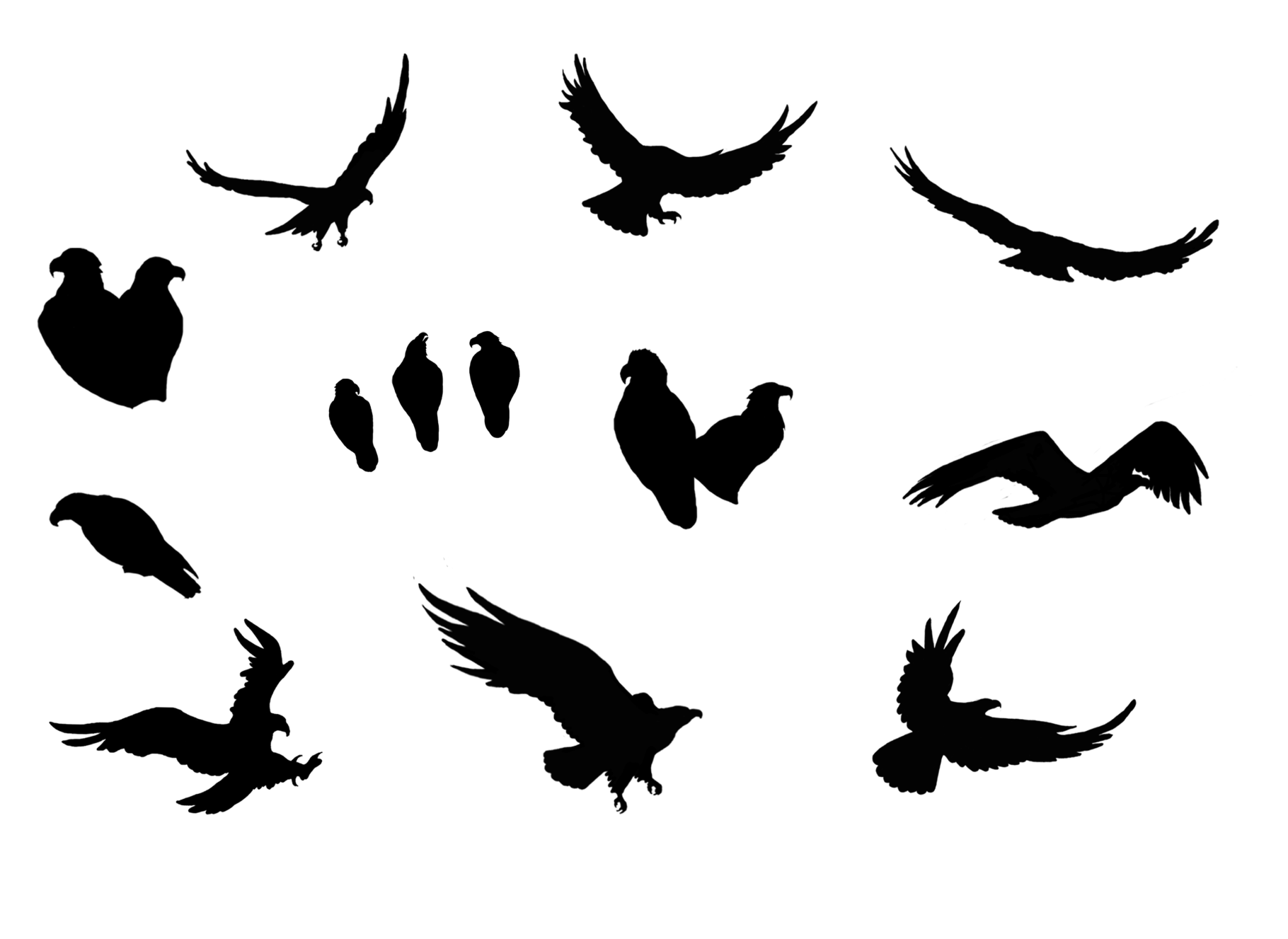
MM/DD/YYYY

In case of emergency, contact:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone

Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****

**Grey Snow Eagle House**

**VOLUNTEER APPLICATION**

Name Date

Address E-mail

City Phone

Date of Birth (minimum age of 18) T-Shirt Size

Do you have any of the following?

Construction Experience

Rat Raising/Breeding Experience

Rehabilitation Experience

Falconry/Education bird Experience

Other skills

What are you interested in doing while you are volunteering?

The following is a list of the days we are open with the hours of operation for that day. Please select the days you want to work and write the **consecutive 4 hours** you will be present on the line provided.

Mon (8-5) Thurs (8-5) Fri (8-5) Sat (8-5) Sun (8-5)

We take volunteering very seriously. Once you volunteer, we depend on your being here to get the daily care and projects completed. Since situations in life change, this contract is only for three months. If after competing three months, you feel like you would like to extend your volunteering time another contract will be completed. Any more than 3 absences without a week prior approval will be terms for replacement.

Start Date End Date

**The birds are handled only when necessary and only by workers who have received special training that allows them to do so.**

ITO is not liable for any personal injury incurred by volunteers at the facilities.

Volunteers must show proof of an up-to-date tetanus shot.

I have read and understand the contents of this contract.

Signature Date

Signature of Manager Date

