

Effective: July 2019

SaveKoreanDogs



## **SAVE KOREAN DOGS ORGANIZATION VOLUNTEER / VISITOR GUIDELINES & ANTI-BULLYING/ANTI-HARASSMENT POLICY**

### **Who we are**

- SaveKoreanDogs Sanctuary (SKD SK) is a nonprofit organization registered in South Korea.
- Save Korean Dogs USA Foundation, Inc. (SKD USA) is a 501(c)(3) nonprofit foundation registered in the United States.

The Sanctuary in South Korea has a minimal amount of paid staff; therefore, the dedication and passion of volunteers from around the world is vitally important and welcome. All the dogs at the Sanctuary have been rescued from dog meat farms, slaughterhouses or other cruelty cases.

These animals have experienced some of the worst treatment imaginable from humans, and as a result, suffer from varying degrees of trauma ranging from mild to severe. Those with severe trauma will cower in corners trying to avoid being seen and will do everything possible to resist being touched. Prior to their rescue, many of these dogs witnessed the torture and murder of their family members and kennel mates. They feared they would be next every moment of their lives. The only leash they ever saw was the one used by the butchers to lead others to death. The dogs typically suffer from malnutrition and injuries; some may have additional health issues such as heartworm or skin conditions. Most of these dogs have never heard a kind word or felt the touch of a loving hand.

Once these animals come into the care of SaveKoreanDogs, their healing process begins with safe housing, healthy food, fresh water, vaccinations, vitamin supplements, deworming, socialization with humans who love them and treat them with patience and kindness, freedom to go on walks, smell fresh air, and play in a dog park. Pregnant and nursing moms are given a warm and secure place to take care of their babies. These so-called 'meat dogs' are given names and collars; and begin their journey to finding forever homes. That journey is where you come in as volunteer.

### **What's in it for you?**

No volunteer positions are paid. However, you will gain knowledge and experience far more valuable than money.

#### **At the Sanctuary in South Korea you will have an opportunity to:**

- Interact with adult dogs and puppies of many breeds, and fellow volunteers
- Participate in educational events and learn more about dog behavior
- Share in the joy felt when shelter dogs are adopted into their loving forever homes
- Gain valuable experience and expand your career in animal care

Reporting to the Shelter Coordinator, the Sanctuary support volunteers are responsible for caring for the dogs to support their physical and emotional well-being through providing a clean kennel, regular meals, exercise, play time and assistance with finding their permanent homes.

Children under the age of 12 are not permitted to visit or volunteer at the Sanctuary.

**Responsibilities include:**

- Cleaning kennels in accordance with established shelter protocols
- Preparing meals and feeding dogs. Providing fresh water
- Providing dogs with appropriate exercise through walking, mental stimulation and play time
- Encouraging positive adoptable behavior and basic leash skills
- Providing affection through gentle petting and grooming
- Administering oral and topical medications - only as prescribed by a Veterinarian and under the guidance of the Shelter Coordinator
- Photographing, narrating and posting positive stories about the shelter dogs to potential fosters and adopters
- Assisting prospective adopters by describing personalities, traits and characteristics of our adoptable animals

**Skills and Physical Requirements:**

- Must make animal health and welfare the first consideration when attending to animals
- Must be comfortable working with dogs, including large breed dogs
- Knowledge of animal care and welfare is considered an asset; willingness to learn from others and being open-minded is essential
- Ability to work cooperatively with others in challenging conditions
- Patient, gentle and respectful demeanor toward animals and humans at all times
- Ability to understand these dogs will behave very differently than a 'typical' shelter dog due to their high level of trauma
- Ability to work with minimal supervision. Ability to be self-sufficient to be helpful
- Willingness to work in all weather conditions
- Ability to walk or stand for long periods of time
- Ability to lift and carry up to 50 pounds
- Ability to bend, reach, hold, grasp and turn objects; and use fingers
- Ability to speak, see and hear clearly
- Excellent communication skills. Knowledge of the Korean language is not required; however, being able to communicate a few words is helpful when working with Sanctuary staff and other volunteers

**Psychological Requirements:**

- Maintain confidentiality and respect the privacy of shelter staff, shelter clients and potential fosters / adopters
- Interact respectfully, according to SKD's Code of Conduct, with a diverse shelter team, client group and, of course, the dogs
- Maintain composure and respect when dealing with emotionally charged situations
- Work in an environment with frequent distractions and interruptions
- Attend mandatory training sessions to learn about shelter operations
- Understand that animal shelters in South Korea are not common, and therefore are typically overcrowded and noisy with many dogs barking
- Understand that the dog meat trade is an emotional and controversial subject that is under constant debate in South Korea
- Agree to discuss concerns directly with the Sanctuary's founder or a SKD USA board member, in order to address questions or resolve conflicts

**What to Expect at the Sanctuary:**

- Before visiting a foreign country, ensure you have received all of the immunizations recommended for international travel

- Acquire an international driver's permit prior to leaving your home country if you plan to drive or rent a car in Korea
- Please bring your own bedding, towels, and toiletries (if staying overnight)
- You are responsible for cleaning up after yourself. The Founder and Sanctuary staff are not responsible for making your bed or catering to your needs
- Basic vegetarian meals are provided, but cuisine is not a priority at the Sanctuary so do bring some comfort food, favorite drinks and snacks from home (if staying overnight)
- Items such as television, hair dryer, iron, washer and dryer are NOT provided. Bathroom facility will be shared
- Bring bottled water, a favorite drink and snacks (for daytime volunteers)
- Mosquito repellent and a sun hat are recommended April – October. Warm clothing, outerwear, gloves, winter hats and boots are recommended November – March. Clothing should always be modest and appropriate for working with animals and around men and women of all ages
- Water-repellent shoes or boots, and a waterproof apron are recommended for working at the Sanctuary
- If staying overnight as a guest, understand you are staying at a dog sanctuary, not a bed & breakfast inn, hotel or resort. Amenities are limited and providing care for the sick and rescued dogs is top priority
- Try to learn the dogs' names and some of their personality traits
- Be respectful when addressing shelter staff, volunteers and others at the Sanctuary. Learn the appropriate way to address others, particularly in the Korean culture
- WiFi is available at the shelter
- Bring proper charging cords for electronics. The standard voltage in Korea is 220 volts at 60 hertz, and the outlet has two round holes
- Local lodging is limited. Hotels near Incheon International Airport are approximately 45 minutes away by car
- Taxi from Incheon International Airport is around 40,000 Korean Won (KRW)
- Taxi from central Seoul is around 60,000 KRW

**The Sanctuary operates on a schedule and volunteers are asked to abide by this schedule to help keep things running smoothly:**

**WINTER SCHEDULE: November – April**

8 – 9 am: Wake-up and Breakfast

9 – 10 am: Feed the dogs breakfast, sit with trauma dogs, clean kennels, give medications

11 am: Walk and play at our dog park

1 pm: Our Lunch

2 pm: Walk and play again, sit with trauma dogs

4-5 pm: Feeding dogs dinner (it's dark at 5 pm during winter time)

6 pm: Our Dinner

**SUMMER SCHEDULE: May – October**

7 am: Wake-up and Breakfast

8 – 9 am: Feed the dogs breakfast, sit with trauma dogs, clean kennels, give medications

10 am: Walk and play at our dog park

1 pm: Our Lunch

2 pm: Walk and play again, sit with trauma dogs

5 -6 pm: Feeding dogs dinner

6 -7 pm: Our Dinner

**SKD USA also welcomes volunteers to assist with projects. Areas of support include:**

- Web content development and updates
- Event planning and/or volunteer support at events
- Gathering or making items for donation to bi-annual online craft fairs
- Networking to increase the number of Foster and Adoption homes
- Marketing and public awareness

**All volunteers and visitors will be required to sign the attached Agreement and Release of Liability prior to beginning any activity.**

**Copies of the signed Agreement and Release of Liability will be maintained at the SaveKoreanDogs Sanctuary office and at the Save Korean Dogs USA Foundation, Inc. business office.**

**Volunteers and visitors will be provided a copy of this Policy and our Code of Conduct for their records.**

# SAVE KOREAN DOGS ORGANIZATION VOLUNTEER / VISITOR AGREEMENT

Please initial the boxes and sign below PRIOR to beginning any activity:

- I have read and understand all of the requirements, expectations and instructions listed in this volunteer agreement.
- I agree to demonstrate patience, kindness and respect when working with shelter dogs, staff, other volunteers, and all stakeholders of the Save Korean Dogs Organization.
- I agree to represent the Save Korean Dogs Organization in an ethical manner and be held accountable for my actions.
- I agree to discuss any concerns directly with the Sanctuary's founder or a SKD USA board member, in order to address questions or resolve conflicts in a confidential and respectful manner.
- I agree to communicate in a manner that I would want to receive communication.
- I agree to not post videos, photographs or comments on social media platforms that could be considered derogatory or damaging to SKD's mission of saving dogs' lives.
- I understand that when assisting with marketing, web content or communications projects that my work must be approved by a SKD USA board member prior to any public release.
- I understand when volunteering at the Sanctuary that I am a guest of the Sanctuary, which is also home to the Founder and Sanctuary staff. I agree to be respectful and behave in the same manner as I would want guests to behave in my own home, including cleaning up after myself.
- I understand there may be a language barrier when working with Sanctuary staff and other volunteers if I do not read or speak the Korean language. I agree to be patient with everyone during communication. I agree to address others in a respectful manner.
- I understand that as a volunteer I will not receive financial compensation for my efforts.
- I have reviewed and signed the Waiver and Release of Liability (separate document).

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**Signature**

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**Date**

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**Print Name**

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**Phone Number**

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**Email Address**