**My Team was tasked with developing a website that gave client (The Wildlife Center of Virginia) the ability to properly manage its volunteers. The system allowed a user that aspires to be a volunteer applies to one or more of the following teams: outreach, animal care, veterinarian, front, and transporter. The admin of the website was then alerted and then able log into the system and view the application and view the files the applicant submitted along with the application and accept or deny the applicant. Each team has its own homepage, calendar and a team lead that maintained it. Each user has a profile and calendar that showed their availability shifts they signed up to take part in and their total volunteer history. Web & Mobile Versions. The following are the task requirements for the system :**

**Basic Profile  
(Profile User should be able to update this information)**

* First Name
* Last Name
* Email
* Phone
* Address
* Emergency Contact
* Allergies/Physical Limitations?
* Rabies vaccinated within past two years? (Attachment) (yes or no)
* Do you hold a valid permit to rehabilitate wildlife in the state of Virginia? (attachment) (yes or no) (if yes, then select Cat 1, 2, or 4)
* Indication of what teams they work with (Outreach, Treatment Team, Animal Care, Transporter,
* Front Desk, Other)
* Status – Applicant, Current, Inactive (haven’t worked in a year), Rejected **(Profile User should not be able to edit this)**
* *Link to Initial Application “free response” questions for each team (see below)*
* Availability
  + Days of the week
  + Seasonal/Year-round
  + (Blurb of text on application about consistency, and clarifying that we’re open on weekends)

**Tabs** – we can edit this in the future?? Please.  
**(Only designated users should be able to update this information)**

* Outreach
  + Tours
    - Shadow (1, 2, 3)
    - Intro Portion (yes or no)
    - Lead Alone (yes or no)
  + Off-site Displays (yes or no)
  + Animal Handling
    - Reptile Handling Overview
      * *List of individual reptiles*
      * Notes
    - Raptor Handling Overview
      * Falconer’s Knot (yes or no)
      * *List of individual birds (below items for each bird listed)* 
        + Handle
        + Remove from Enclosure
      * Notes
* Vet Team
  + Handling Skills (checkboxes for small mammals, large mammals, RVS, eagles, small raptors, large raptors, reptiles)
  + Veterinary Training (checkboxes for vet, technician, vet student, tech student, vet assistant)
  + Patient Care skills (checkboxes for medicating, bandaging, wound care, diagnostics, anesthesia)
  + Special Interests or Hobbies (free text box)
  + Notes (free text box)
* Animal Care (three check boxes next to each item below)
  + Reptile Room
  + Reptile Room Soak Day
  + Education Snake Feeding Day
  + ICU
  + Expanded ICU
  + Aviary
  + Mammals
  + PU&E
  + PU&E Weigh Day
  + Fawns
  + Formula
  + Meals
  + Raptor Feed
  + ISO
* Transport
  + Capture and Restraint class? (yes or no)
  + Distance willing to travel
  + Species limitations
  + Comments
* Other
  + Carpentry Skills (yes or no)
  + Front Desk Trained (yes or no)
  + Administration Assistance (yes or no)
  + Comments

**Attachments**

* Resume (pulled from application)
* Letter of Recs (pulled from application)
* Liability Form
* Social Media Policy
* Additional Signed Documents Ad Hoc

**Hours/Miles Driven/Dates (log-in history)**

**Team Calendars**

* Log-in remotely and sign up by listing what hours they’ll be there
* Email Notifications of shifts they sign up for (reminders)
* Team Lead gets a notification with changes to calendar (able to adjust how they get notifications – end of day? As they happen?)  
  Profile users that have more than one team – do they have to toggle between calendars, or can all shifts show up on one calendar?  
  What does the calendar show the profile user about other users signed up for the same time?

**Reports we’d like to run  
(Only designated users should be able to do this)**  
Build custom reports with any available fields

**Admin Landing Page (?)**

* Departments Listed
* Lists of Volunteers (one long list? Ability to toggle and see only volunteers I oversee/sort volunteers?)
* Reporting Feature
* Calendars
* Search Feature

**Application “free response” questions:**

**Outreach Volunteer Application**  
Why are you interested in volunteering as an outreach docent?  
What’s an environmental or wildlife issue you feel passionately about, and why?  
Do you have prior experience speaking to the public? Please describe.  
Do you belong to any animal rights groups (PETA, The Humane Society, etc.)? If so, which ones?  
What do you think you’d bring to the outreach volunteer team?

**Animal Care Volunteer Application**  
Please briefly describe your relevant hands-on experience with animals, if any. What did you enjoy about the experience? What did you dislike?

Carnivorous patients are sometimes unable to eat food items whole due to their injuries; you may be required to cut and divide dead rodents, chicks, and fishes into smaller portions. Are you comfortable handling dead animals for this purpose?

Prior to release from the Wildlife Center, many predatory birds are presented with live mice in order to evaluate their ability to capture prey in a controlled and measurable environment. What is your opinion on using live-prey for this purpose?

Wildlife rehabilitation requires daily outdoor work -- year-round and regardless of weather conditions. Are you able to work outside during all seasons? If not, what are your limitations?

Do you belong to any animal rights groups (PETA, The Humane Society, etc.)? If so, which ones?

What do you hope to learn or accomplish by volunteering at the Wildlife Center of Virginia?

Please describe an environmental or wildlife-based issue you feel passionately about, and why.

Is there anything else that you’d like us to know about yourself or your experience?

**Vet Team Volunteer Application**

Please describe any previous medical or veterinary training you have completed.

The case load at the Center can be unpredictable and vary greatly depending on the time of year.  Please describe the work environment that you work best in including how you best retain information that is taught to you.

The Center admits many trauma cases from all over the state.  In order for a patient to be released back into the wild it must be able to successfully survive on its own in the wild free of chronic pain or debilitation.  Due to this fact, the Center does humanely euthanize patients that do not meet this standard.  Do you have personal experience with euthanasia and how does it affect you?

Taking care of animals is a messy job that requires all team members to clean out dirty crates, chop rats or mice for feeding to patients, and collect fecal samples for analysis for example.  Is this something that you foresee struggling with?