



## VOLUNTEER JOB DESCRIPTION

### CAT VOLUNTEER

#### GENERAL DESCRIPTION

**Reports to: Animal Care Team**

**Supervisor: Volunteer Team**

Our Cat Volunteers are responsible for the wellbeing of our adoptable cats at North Campus and adoption events. This position works closely with other Cat Volunteers, Event Staff, Animal Care Team as well as the Volunteer Department.

#### SCHEDULE

As the volunteer's schedule allows. Directions for how to sign up for shifts are given during orientation. We recommend at least one two-hour shift a month to not forget protocols and procedures.

#### TRAINING REQUIRED

Must go through online cat orientation, then in person cat mentor shift 1. After this, on-the-job training.

#### RESPONSIBILITIES AND DUTIES

- **You play a huge role in keeping our cats safe, healthy & happy!**
- Scoop litter boxes throughout the day.
- Clean up any messes in group housing rooms (replace dirty linen with clean ones, sweep, tidy, etc.)
- Report any signs of suspected illness (or injury) to the Animal Care Team.
- Clean group housing doors, handles and windows with Windex as needed.
- Add fresh water to bowls as needed and clean them out if dirty.
- Play and socialize with cats in group housing rooms.
- Assist staff in cat enrichment (treat eggs, frozen treats etc.)
- Assist with shelter laundry.
- Occasionally clean and sanitize cat litter boxes, carriers and crates as needed behind Thrift.
- Clean cat and dog dishes in Dog Kitchen.
- Help with Photography & Bios for the cats for our website.
- **Provide exceptional customer service** during our business hours and at adoption events; help match up potential adopters with a new family member!
- Assist with other tasks as needed.
- Duties and tasks are subject to change per animal care team and the animals'/shelter's needs.

#### QUALIFICATIONS AND EXPERIENCE



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- Must love working around animals (specifically cats)

#### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be in good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, is a disqualification.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be willing and able to perform all duties including cleaning listed above.