

# Community Cat Care Specialist

## Volunteer Position Description



Work Location	<ul style="list-style-type: none"> <li>• 2608 Center St, Tacoma, WA 98409</li> <li>• 6401 Pacific Avenue, Tacoma, WA 98408</li> <li>• Humane Society Vehicle</li> </ul>
Purpose of the Position	This is a volunteer position responsible for assisting the staff with the care of the cats/kittens in Community Cat Room (CCR) including cleaning cages and re-stocking the room.
Essential Duties and Responsibilities (include, but not limited to)	<ul style="list-style-type: none"> <li>• Make sure each cat has adequate clean water and wet and dry food</li> <li>• Maintain the cleanliness of the cages housing the cats/kittens, following all disease control procedures</li> <li>• Ensure dishes are brought to the cattery for cleaning</li> <li>• Ensure used and/or dirty dens are brought to the Cattery for cleaning and sanitizing</li> <li>• Take out the garbage and recycling at the end of each shift</li> <li>• Clean and set-up empty cages as needed following HSTPC's cleaning protocols</li> <li>• As needed, assist staff with the transfer of cats from trap to cage or cage to trap.</li> <li>• Occasional pick-up of post-surgery cats at the North West Spay &amp; Neuter Center.</li> <li>• Other tasks as assigned</li> </ul>
Commitment of Time	Commitment of one to two (1-2) shifts per month
Hours Volunteer can Work	Saturdays and Sundays starting as early as 7:00 am and as late as 9:00 am Mondays, Tuesdays, Thursdays, and Fridays: 8:30 am to 10:30 am and 5:00 pm to 7:30 pm (evening shift times are flexible)
Levels of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; involves cleaning cages and stocking supplies, which can be physical and strenuous</li> <li>• Mental difficulty level 3; requires learning procedures and protocols and functioning with the minimal staff supervision</li> <li>• Emotional difficulty level 4: Cats in CCR may be fractious, minimally injured, sick, aggressive, or extremely shy/scared which can be emotionally stressful to some volunteers</li> </ul>
Skills	<p>Required:</p> <ul style="list-style-type: none"> <li>• Ability to work independently</li> </ul> <p>Desired:</p> <ul style="list-style-type: none"> <li>• Experience working with cats/kittens</li> <li>• Knowledge of cat behavior</li> </ul>
Expected Working Conditions	<p>The working conditions described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Subject to animal bites and scratches. Exposure to chemicals, prescribed drugs such as antibiotics, topical medications, etc, and cleaning products.</p>

	Exposure to zoonotic (animal transmitted) diseases.
Number of Volunteers Needed	Up to eight volunteers monthly
How often do volunteers need to work on site?	All work is performed onsite
Tools and equipment provided	All necessary supplies provided onsite
Tools and equipment volunteers can bring if desired	N/A
Project Start Date	Ongoing
Orientation/Training	2 hours: Volunteer Orientation 1.5 hours: Community Cats Overview training 4-6 hours: Hands-on training Optional Training: Cat Behavior & Safety Class, Vehicle Training
Learning Opportunities (Skills/Knowledge)	<ul style="list-style-type: none"> <li>• Shelter disease control procedures</li> <li>• Observation of cat behavior</li> <li>• Independence and confidence</li> </ul>
Restrictions	<ul style="list-style-type: none"> <li>• Must be able to learn and follow guidelines and policies of the HSTPC and follow directions given by staff</li> <li>• Must be at least 21 years old to drive a HSTPC vehicle</li> <li>• If using personal vehicle, must be at least 18 years of age for this position</li> </ul>
Team Lead(s)	Community Cats Manager Assistant Community Cats Manager
Supervisor	Volunteer Manager
Extra Comments	
Last updated	04/08/2018