

NWSN Center Cat Transport

Volunteer Position Description



Work Location	<ul style="list-style-type: none"> • Humane Society: 2608 Center St, Tacoma, WA 98409 • Northwest Spay & Neuter Center: 6401 Pacific Ave, Tacoma, WA 98408 • Humane Society Vehicle
Purpose of the Position	This is a volunteer position responsible for transporting felines back to the shelter, from the Northwest Spay & Neuter Center after surgery, and/or transporting to the Northwest Spay & Neuter Center for surgery.
Essential Duties and Responsibilities (include, but not limited too)	<ul style="list-style-type: none"> • Safely transport felines in humane traps • Load and unload humane traps with felines • Sign paperwork • Deliver paperwork to correct staff • Other tasks as assigned
Commitment of Time	Commitment to one transport once weekly.
Hours Volunteer can Work	8am-10am Monday-Sunday
Levels of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 3; involves lifting traps, with live felines; which can be heavy and awkward to lift and load • Mental difficulty level 1; requires driving with occasional verbal felines and functioning with the minimal staff supervision • Emotional difficulty level 2: Felines being transported may have a variety of vocalizations due to being fractious, aggressive, or extremely scared which can be emotionally stressful to some volunteers
Skills	<p>Required:</p> <ul style="list-style-type: none"> • Must be able to properly lift 15 to 30 pounds, which includes a live feline • Must be able to properly carry a humane trap, weighing 15 to 30 pounds, with a live feline, a minimum of 50 feet • Must be able to safely operate a vehicle • Must be able to secure trap(s) safely to prevent moving or sliding while in transport • Able to work independently <p>Desired:</p> <ul style="list-style-type: none"> • Good people skills
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 zoonotic (animal transmitted) diseases.</p>
Number of Volunteers Needed	1 volunteer daily.
How often do volunteers need to work on site?	Daily.
Tools and equipment provided	All necessary supplies provided.

Tools and equipment volunteers can bring if desired	Volunteers may use personal vehicle with the following qualifications: <ul style="list-style-type: none"> • Transport area enclosed (no truck beds) • Safe, secure, flat surface for transport of cats
Project Start Date	Ongoing
Orientation/Training	2 hours: Volunteer Orientation 30 minutes: Humane Society Vehicle Training 3 hours: Hands-on training
Learning Opportunities (Skills/Knowledge)	<ul style="list-style-type: none"> • Use of vehicles • Vehicle documentation • Vehicle maintenance and fueling procedures • Independence and confidence
Restrictions	<ul style="list-style-type: none"> • Must be able to learn and follow guidelines and policies of the HSTPC and follow directions given by staff • Must be at least 21 years old to drive a HSTPC vehicle • If using personal vehicle, must be at least 18 years of age
Team Lead(s)	Community Cats Manager Community Cats Assistant Manager Cattery Staff
Supervisor	Volunteer Manager
Extra Comments	
Last updated	03/16/2018