

Pet Store Liaison

Volunteer Position Description



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| Work Location | Offsite Store Locations: Petco Tacoma, Petco Lakewood, Petco Puyallup, Petco Bonney Lake, Petco Federal Way, Metropolitan Veterinary Clinic, Tacoma Pet Smart |
| Purpose of the Position | This is a volunteer position that would be the liaison between the shelter and our offsite store locations. |
| Essential Duties and Responsibilities (include, but not limited too) | <ul style="list-style-type: none"> • “Own” a store location, become its ambassador. Build and maintain relationships with store staff and managers. Report to the Animal Placement Coordinator regularly. • Understand and read basic cat behavior, know when to report behavioral or medical concerns to the Animal Placement Coordinator or appointed shelter staff. • Maintain the cleanliness of the cages housing cats at offsite locations, following all disease control procedures. • Maintain the cleanliness of the store public areas where shelter cats are housed. • Provide routine care (feed, water & clean) for shelter cats while housed at offsite locations. • Provide regular enrichment-petting, brushing, toys etc...To keep cats stimulated while offsite. • Assure that all offsite supplies are stocked at the store location. Return dirty items to the shelter for cleaning. • Deliver cats to offsite locations, when needed. Return cats to the shelter when needed. • Be responsible for adoption paperwork that would include money for completed adoptions. • Participate in once monthly offsite event at store location, be familiar with offsite paperwork and be able to process offsite adoptions, greet customers and answer questions about the HS. • Other duties as assigned. |
| Commitment of Time | Minimum commitment of three times weekly. |
| Hours Volunteer can Work | Volunteers can visit store locations during the stores regular business hours and can access the shelter during regular business hours or during closed hours ONLY when staff are present. |
| Levels of Difficulty 1=easy/5=demanding (physical, mental, emotional) | <p>Physical difficulty is a 4; involves cleaning, carrying heavy crates with cats, bending and stooping required.</p> <p>Mental Difficulty is a 5; needs to be able to communicate effectively with both shelter and store staff, as well as problem solve appropriately when dealing with animals and their care while offsite.</p> <p>Emotional difficulty is 3; very low, volunteer needs to be able to provide lots of love, kindness and respect to both animals and people.</p> |
| Skills | <ul style="list-style-type: none"> • Experience working with cats. • Great communication skills, pays attention to details, can follow directions and has exceptional problem solving skills. • Is able to work independently and knows when to seek help. • Is able to work as part of a team (will work with another volunteer as a two person team) • Experience working with and engaging general public. |

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| | <ul style="list-style-type: none"> • Possess a non-judgmental point of view when processing adoptions. |
| 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. Exposure to zoonotic (animal transmitted) diseases.</p> |
| Number of Volunteers Needed | Two person teams, per store location |
| How often do volunteers need to work on site? | Volunteer will need to report to the shelter when supplies are needed or when cats are picked up or returned, most of the volunteers time will be spent at the offsite location |
| Tools and equipment provided | All supplies will be supplied at the store (depending on location) or in shelter. |
| Tools and equipment volunteers can bring if desired | N/A |
| Project Start Date | Ongoing, with at least a 6 month commitment |
| Orientation/Training | <p>2 hours: Volunteer Orientation</p> <p>4 hours: Hands-in training Level 1</p> <p>2 hours: Cat Behavior & Safety Class</p> <p>4 hours: Hands on training Level 2</p> <p>2 hours: Cat Adoption Class</p> <p>4 hours: Offsite Cleaning and Delivery Training</p> |
| Learning Opportunities (Skills/Knowledge) | <ul style="list-style-type: none"> • Shelter disease control procedures. • Observation of shelter cat behavior. • Teamwork. • Communication, Public Relations. |
| 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 18 years of age. |
| Team Lead (s) | Animal Placement Coordinator Cattery Staff |
| Supervisor | Volunteer Manager |
| Extra Comments | Needs to have reliable means of transportation or be at least 21 years old with a clean driving record to utilize shelter vehicles. |
| Last updated | 03/16/2018 |