

The Humane Society for Tacoma & Pierce County
VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION TITLE: Community Cat Care Specialist
DEPARTMENT: Community Cat Program
REPORTS TO: Community Cat Management Team, Volunteer Manager
LOCATION: 2608 Center St Tacoma WA 98409; work conducted in the Community Cat Room
ELIGIBILITY: Volunteers must be at least 18 years of age
HOURS: Shifts available Saturdays and Sundays starting 7AM-9AM, Mondays starting 7AM-9AM. Average shift lasts 4 hours.

VOLUNTEER POSITION SUMMARY: This is a volunteer position responsible for assisting the staff with the care of the cats/kittens in Community Cat Room (CCR). Cats in this room have been humanely trapped and are housed in this room pre- or post- spay/neuter surgery. After recovery, cats are returned to their outdoor home. This volunteer role helps keep the cats comfortable and provide a sanitary environment for them. This position does not involve handling cats (petting, holding, etc.)

ESSENTIAL DUTIES & FUNCTIONS :

- Under the direction of the Community Cat Management Team, works to care for cats housed in the Community Cat Room.
- Maintain the cleanliness of the cages housing the cats/kittens following all disease control procedures.
- Take all dirty cat items (dishes, litter pans, cat dens) to appropriate sanitation areas for cleaning by housekeeping staff.
- Taking out the garbage, recycling, and laundry at the end of each shift.
- Clean and set-up empty cages as needed following HSTPC'S policies for Community Cats
- As needed, assist staff with the transfer of cats from trap to cage or cage to trap.
- Sweep and mop Community Cat Room floors.
- Stock supplies.
- Assist in monitoring cat's overall health (eating, drinking, elimination).
- Maintains full knowledge of THS community cat practices and procedures.
- Serve as a model for humane treatment of shelter animals to clients, volunteers and co-workers while actively promoting the Humane Society's mission.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work with animals in a shelter environment.
- Strong observational skills.
- Ability to follow detailed instructions.
- Ability to work efficiently.
- Ability to work independently and communicate effectively.
- Must support the mission, programs and activities of the Society and act as an advocate for the organization.

Desired Experience:

- Experience working with cats/kittens in a shelter or clinic environment.
- Experience with community cats (trap/neuter/return)

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- Speak, read, and write in the English language (J)

Orientation and Training :

- Required: General Orientation
- Required: Community Cat Program Overview
- Required: Cat Behavior and Safety Class after assignment to program
- Ongoing: Hands-on training provided by Community Cat Management Team

Tools and Equipment Provided :

- All necessary supplies provided by the HSTPC

Optional Tools and Equipment :

- N/A

Skill and ability to:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand					X
Walk					X
Lift <10 lbs				X	
Lift 10-25 lbs				X	
Lift 26-50 lbs.			X		
Lift 51-75 lbs.		X			
Lift 76-100 lbs.	X				
Twist					X
Reach					X
Push and Pull					X
Climb			X		
Sit	x				
Vision					X
Hearing					X

Interested in this volunteer position? Please submit an application to volunteer with the Humane Society for Tacoma & Pierce County by visiting our volunteer portal www.thehumanesociety.org/getinvolved. Applications are accepted at limited times throughout the calendar year and placement is assigned on an as-needed basis.