

The Humane Society for Tacoma & Pierce County
VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION TITLE: Cat Care Specialist
DEPARTMENT: Cat Services
REPORTS TO: Cattery Lead, Volunteer Manager
LOCATION: 2608 Center St Tacoma WA 98409
ELIGIBILITY: Volunteers must be at least 16 years of age
HOURS: Shifts available every day from 9AM to 5:00 PM

VOLUNTEER POSITION SUMMARY: The Cat Care Specialist is responsible for assisting staff with the direct care of the shelter cat population. Under the direction of the Cattery Lead, Cat Care Specialists ensure that shelter cats are housed in the best possible environment.

ESSENTIAL DUTIES & FUNCTIONS :

- Under the direction of the Cattery Lead, maintains the cleanliness of occupied and unoccupied cat cages, following all disease control protocols.
- Maintains the cleanliness of the shelter's public areas while the shelter is open.
- Ensures that dishes are cleaned and put away with adherence to dish washing protocol.
- Ensures cats have appropriate amounts of clean water.
- As needed, takes out the garbage, recycling, and laundry.
- As needed, cleans and sets-up empty cages following HSTPC'S cleaning protocols.
- As needed, assists staff with feeding.
- Assists in monitoring cat's overall health (eating, drinking, elimination).
- Performs other duties as assigned.
- Maintains full knowledge of HSTPC cat handling practices and procedures.
- Serves as a model for humane treatment of shelter animals to clients and other volunteers while actively promoting the Humane Society's mission.
- Please note that this position requires interaction with animals that have been evaluated by our staff at intake. Animals may have varied health, temperament, and/or appearance.

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 as a team member 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.

Knowledge, Skills and Abilities

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

- Speak, read, and write in the English language (J)
- Computer and typing skills (B)

Orientation and Training :

- Required: General Orientation
- Required: Cat Behavior and Safety Class
- Required: Completion of the Cat Care Specialist in Training Checklist

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.