



# VOLUNTEER POSITION DESCRIPTION

**Position:** Cat Team Morning Attendant.

**Locations:** Gold Coast, Willawong, Warra (Bracken Ridge)

|                      |                          |                           |
|----------------------|--------------------------|---------------------------|
| <b>GOLD COAST</b>    | 8:00am – 12.00pm         |                           |
| <b>WILLAWONG</b>     | Weekday: 9:00am – 1.00pm | Weekend: 8:00am – 12.00pm |
| <b>BRACKEN RIDGE</b> | Weekday: 8:30am – 1.00pm | Weekend: 8:00am – 12.00pm |

**Reports To:** Cat Team Staff Member / Volunteer Team Leader

**Responsibilities:** This position involves the physical daily cleaning and care of the cat pens. The role involves lots of bending down, sweeping, cleaning litter trays and food bowls, replacing toys, feeding, providing water and clearing bowls. Another important part of the role also involves helping to sooth and settle our feline friends, readying them to meet their prospective new families when we open. This role requires the ability to interact with the public, staff and other volunteers. Hygienic practices are critical to keep our animals happy and healthy. Our volunteers will need to follow strict procedures and the guidance of our staff. We are incredibly grateful for the hard work and dedication our Cat Team volunteers offer us.

**Stress:** Please note that while the shelter is a wonderful place to visit, sometimes working in a shelter environment may cause stressors to certain individuals, namely those who have either a history of / or are predisposed to: anxiety, depression, mental health issues, are in physically poor health or have been diagnosed as being on the ASD spectrum.

If you fall into these categories please feel free to contact our Volunteer Department for more information.

## Physical Capacity Required:

- Moderate level physical fitness with the ability to lift up to 10kg.
- Ability to cope with bending up and down and being on your feet for most of the shift.
- High level of manual dexterity, ability to manage multiple objects at once.
- Ability to walk unaided on grounds, pathways, grass, stairs and sometimes slippery and muddy pathways and yards.
- Clear vision, ability to see animal’s body language, see obstacles and hazards.
- Ability to hear if an animal is in distress, giving low sounds or initial warning sounds that the animal is indicating fear.

## Mental Capacity Required:

- Highly developed communication and interpersonal skills.
- Hardworking and show initiative when required.
- Attention to detail particularly regarding procedures, hygiene and sanitization.

- Ability to comply with Standard Operating Procedures, Workplace Health and Safety Guidelines
- Work in a safe manner without risk to themselves, others or the environment.
- Correctly use all personal protective equipment provided.
- Comply with all emergency and evacuation procedures, respond appropriately to safety incidents.

**Emotional Capacity Required:**

- Calm and confident with cats and people.
- Not easily distressed, not easily upset.
- Mature and emotionally secure. The shelter environment can be a trigger for some people with emotional or mental trauma.
- Ability to cope with changes, busy working environment and demanding schedule.
- Gentle and mature disposition with demonstrated affinity with animals.
- Not bothered by strong smells or getting dirty.

**Autonomous / Unsupervised Capacity Required:**

- Demonstrated ability to take direction from team members in supervisory roles.
- Ability to work autonomously while managing your own time effectively.
- Ability to work as part of a team.

**Skills Gained:** Animal husbandry experience, work experience in a shelter environment, cat handling techniques, cat enrichment and care.

**Volunteer characteristics:** Hard working, reliable, efficient, courteous manner, good attitude to work.

**Performance Goals:** At the end of 3 months with a minimum of 48 volunteer hours, be assessed prior to graduating to become a regular volunteer.

**Time Commitment:** Commitment within the hours above on 1 regular day per week over 3 months.