



VOLUNTEER POSITION DESCRIPTION

Position: Small Animal Attendant – Guinea Pigs and Rats
Locations: Gold Coast ONLY

GOLD COAST	AM SHIFT: 8:00am – 12:00pm
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Reports To: Education Co-ordinator

Responsibilities: This position exists within our AWLQ Gold Coast Centre, assisting our Rehoming Team, predominantly under the supervision of our Education Co-ordinator, with the daily requirements of our small animals in care. Volunteering in this position will involve the handling of small animals, moving them in and out of their enclosures to enable a complete clean out and refresh of their housing, as well as ensuring all enclosures and animals are provided with adequate food, water, and bedding each day. This includes the preparation of various foods for our small animals, within our kitchen prep area in accordance with their dietary needs.

Whilst the role would most suit a candidate with a moderate level of physical fitness, it also involves a portion of lifting, bending and working down low as required. Hygiene control is a critical component of this role and requires volunteers to adhere to strict protocols and procedures throughout their shift in order to keep our animals happy and healthy. Shift responsibilities also include assistance in keeping the shelter environment presentable, helping with laundry duties and general tidying up. As numbers of small animals in care can fluctuate, on quieter days volunteers are sometimes requested to assist with menial administration tasks for our Education and Volunteer Departments.

Suitable candidates applying for this volunteer position would be self-motivated, comfortable working within and with a small team of volunteers dedicated to caring for small animals. We are seeking volunteers who are efficient, exhibit a courteous manner, have a good attitude and a hard working nature and demonstrate an understanding of the aims and objectives of the AWLQ.

NOTE: This role includes animal handling, we request you consider your suitability if you have an animal related allergy.

Team Fit: Please note that while this role can be very rewarding, at times contributing to the shelter environment can be challenging due to the nature of our lifesaving work, and creating a brighter future for all companion animals in need. Please refer to the Volunteer Capability Profile requirements below.

CAPABILITY PROFILE

Physical Capacity:

- Moderate level physical fitness with the ability to perform a wide range of manual handling tasks
- 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.

Interpersonal and Communication Skills:

- Highly developed communication and interpersonal skills.
- Hardworking and show initiative when required.
- Positive attitude, calm and comfortable engaging with people.
- Flexibility and resilience, the ability to cope with various changes, a busy working environment and a demanding schedule.
- Gentle and mature disposition with demonstrated affinity for animals.
- Not bothered by strong smells or getting dirty.
- Attention to detail particularly regarding procedures, hygiene and sanitization.

Safety:

- 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

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.
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Skills gained: Experience working with animals in a fast paced rehoming environment plus a variety of rat and guinea pig handling techniques, enrichment and care.

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: Attend the same shift every week for a minimum of 3 months.