



VOLUNTEER POSITION DESCRIPTION

Position: Cat Team Attendant

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

GOLD COAST	8:00am – 12.30pm (Mon to Sun)	12.30pm – 5.00pm (Mon to Sat)
IPSWICH	8:00am – 12.00pm	12.00pm – 4.00pm
WILLAWONG	Weekday: 9:00am – 1.00 pm Weekend: 8:00am – 12.00pm	Weekday: 1:00pm – 5.00 pm Weekend: 12:00pm – 3.00pm
BRACKEN RIDGE	Weekday: 9:00am – 1.00 pm Weekend: 8:00am – 12.00pm	Weekday: 1:00pm – 5.00 pm Weekend: 12:00pm – 3.00pm

Please note shift times may be adjusted to accommodate any onsite changes at each AWLQ location. We will endeavour to keep these times updated in a timely manner.

Reports To: Cat Team Staff Member / Volunteer Team Leader

Responsibilities: This volunteer position exists at a number of our AWLQ Rehoming Centres working closely with AWLQ staff within the Cat Rehoming Teams. This position involves the daily cleaning and care of our cat pens as required, as well as providing essential care and enrichment of the cats in our care. It includes tasks such as: sweeping and mopping the pens, crates and corridors, the cleaning of litter trays and food bowls, replacing toys, daily feeding, providing water and clearing food bowls, rubbish management and disposal as well as assisting with linen and laundry requirements. Another important part of the role involves helping to sooth and settle our feline friends and offer them daily enrichment.

Whilst the role would most suit a candidate with a moderate level of physical fitness, it also involves a large portion of bending, working down low and the lifting of large objects. 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. This position ensures that the animals have consistency with routines, feeding, water, bedding, enrichment and love and is ultimately responsible for the clean and tidy presentation of the rehoming areas.

Suitable candidates applying for this volunteer position would be self-motivated, comfortable working in a fast-paced, team environment and driven to provide a high level of animal care, demonstrating an understanding of the aims and objectives of the AWLQ. We are seeking reliable volunteers who are efficient, exhibit a courteous manner, a good attitude and a hard working nature.

NOTE: This role predominantly requires the handling of animals and 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 with 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.

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

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.