VOLUNTEER POSITION DESCRIPTION

Position: **CAT ASSISTANCE TEAM IN THE COMMUNITY (C.A.T.)**
Location: **IPSWICH**

Regular Rostered Volunteering	With another staff member or volunteer, you will be visiting specific suburbs in Ipswich to assist with finding stray cats, finding owners/carers, transporting for desexing, helping on desexing days, returning the cats to where they live. Regular morning, afternoon, or whole day shifts *Note: Specific times can be negotiated directly with the coordinator of the program based on needs of both.*
Flexible Volunteer Roles	After training, volunteers who nominate flexible roles will be notified when these roles are needed and can respond when available: • CAT Ambassador – find undesexed cats in targeted suburbs in Ipswich, notify C.A.T. & provide information/support to get cats desexed. • CAT Transporter – using own car, transporting cats for desexing • Lead CAT Trapper (experienced) – trapping unsocialised cats for desexing • Assistant CAT Trapper – helping trap and return cats to where they live • CAT Desexing Vet Nursing – experienced vet nurses or 4th or 5th Yr vet students assisting vets on intensive desexing days • CAT Desexing Support – help with intake and discharge of cats, assisting vets & vet nurses. • Working Cat Placement – transporting and setting up cats in factories/farms • CAT Foster Carer (information/training provided) • CAT Food Delivery • CAT Enclosure Building – general handyperson skills

Reports to: **Ipswich C.A.T. Coordinators**

Responsibilities: This position is based at the Ipswich Rehoming Centre and involves visiting targeted suburbs in Ipswich, assisting with a ground-breaking Community Assistance Program to prevent stray and impounded cats. The focus is on cats as there are still too many cats wandering and being impounded and not reclaimed, and many more kittens than pups being surrendered to the rehoming centre.

It includes helping to find the owners of lost or wandering cats, helping cat owners /carers in need to get cats desexed, trapping unsocialized cats, transporting to the vet clinic, providing advice/help with cat safe fencing, and deterrents to prevent nuisance cats. It requires the nurturing of positive relationships in the community, building knowledge and awareness of resources so the community can find proactive solutions to stray cat issues and access the help they need.

A general training session is provided including WHS, plus specific training for flexible roles.
A variety of people are needed e.g.

1. People who are **passionate about cats** and have experience in caring for them.

2. People who have worked in **community support** roles e.g. retired or part time carers, social workers, nurses, teachers.
3. **Veterinarians, vet nurses and vet students** who are interested in helping with desexing and contributing vet knowledge and skills.
4. **Energetic people to trap unsocialised cats** for desexing and return them to where they live.
5. People with **data entry skills** to help keep records up to date
6. People with **social media/design/marketing skills** who can communicate effectively with the public
7. **Tradespeople or people who are good at fixing things** for building cat safe fences & enclosures.

NOTE: This role includes cat handling. Please consider your suitability if you have a cat allergy.

TEAM FIT: There will be a lot of community interaction which will be interesting and fun, but at times may be challenging due to the difficulties people might be facing. However, if you are committed to creating a brighter future for people and cats in need, you will find this role very rewarding.

Please refer to the **Capability Profile** below which outlines what is needed for this position:

CAPABILITY PROFILE

Physical Capacity:
- Moderate level physical fitness with energy to move around quickly, and sufficient strength to carry cats in carriers/traps

Personal and Communication Skills:
- Highly developed communication and interpersonal skills:
  - Calm and comfortable engaging with people
  - Patient and empathic with people who may be annoyed or upset
  - Positive, encouraging, and optimistic
- Able to complete tasks quickly and efficiently
- Interest in learning and taking responsibility for new tasks
- Initiative to find solutions and carry them through
- Flexibility and resilience to cope with new or challenging issues, a busy work environment, and limited resources in a not-for-profit organisation
- Commitment to making a difference for animals
- Kindness and demonstrated affinity with animals
- Experience and confidence in handling cats
- Not bothered by strong smells or getting dirty
- Attention to detail particularly regarding following 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 yourself, 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, identifying and completing responsibilities effectively.
- Ability to work as part of a team, avoiding rumour and gossip.

Knowledge and skills to be gained:
- An understanding of how a proactive charity organization works
- Organizational skills
- Cat welfare, cat management, and cat socialization knowledge and skills
- Training in specific areas, if interested e.g. trapping cats

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: Help for a minimum of 3 months. Some roles are more flexible based on community needs. Due to training requirements, this position would suit those interested in volunteering on a long-term basis.