



## Volunteer Position Description

### CAT CARE/ISO ROOM

#### Focus of the job:

The primary responsibility of the Cat ISO/Intake Volunteer is to provide care to the cats in the Cat ISO and Cat Intake rooms during Opening Shifts in the morning and Closing Shifts in the evening. Cat ISO/Intake Volunteers must follow strict protocols in caring for cats with contagious illnesses.

**Reports to:** Shift Supervisor

**Requirements:** Volunteer Orientation, Cat Level 1 Training, 1<sup>st</sup> two shifts with a mentor

#### Tasks (see Cat Care):

- Check kennel cards for information and special instructions.
- Provide fresh water, soft food and kibble, fresh bedding and clean litter box.
- Mark kennel cards with proper information.
- Sweep and mop.
- Wash and sanitize hands.
- Wash dishes, litter boxes and litter scoops.

#### Basic skills:

- Must be able to read, write, listen and communicate effectively.
- Must be able to follow established instructions and protocols.
- Must be organized with good attention to detail.
- Must be able to work with other people.
- Experience with animals a plus (but all training will be provided).

#### Physical Requirements:

- Must be able to stand for long periods of time.
- Must be able to bend at the waist and knee and carry 20 lbs.

#### Work Environment:

- Rapid pace with exposure to potential hazards including animal waste, disinfectants, high levels of noise, potential for animal bites and scratches, diseases that can be transmitted from animals to people.
- A wide variety of cleaners, disinfectants, and medical products are used on a daily basis. Specific instructions will be provided on their appropriate use.

**Time commitment:** Weekly, 2-3 hour shifts for 3-month minimum

**Dress Code:** Volunteer name badge, volunteer t-shirt, long pants, closed-toed and closed-heel shoes.

**Advancement:** Cat Level 2 Training, Cat Behavior Team