



Volunteer Position Description

CAT CARE VOLUNTEER

Focus of the job:

The primary responsibility of the Cat Care Volunteer is to provide daily care for shelter cats by feeding, cleaning and disinfecting kennels, maintaining Cat Room spaces, and socializing cats in our care. Volunteers help ensure a clean, safe, and low-stress environment for both animals and people. Morning and evening shifts are available.

Reports to:

Shift Supervisor + Volunteer Manager

Requirements:

- Attend a Volunteer Orientation
- Cat Care Training Videos
- Two mentored volunteer shifts
- Must be 16 years of age or older

Shift Times

- Morning Shift: 9:00am–11:30am
- Evening Shift: 6:00pm–8:00pm

Tasks:

- Check kennel cards for feeding instructions, medical notes, and behavior information.
- Prepare meals according to instructions and safely feed cats their correct meals.
- Monitor cats for changes in health or behavior and note concerns appropriately.
- Mark kennel cards and daily checklists with proper information.
- Clean and disinfect kennels, litter pans, dishes, and supplies.
- Provide fresh bedding, toys, enrichment items, food, and water.
- Wash and sanitize hands frequently and follow shelter sanitation protocols.
- Sweep and mop Cat Rooms, hallways, and other assigned areas.
- Wash dishes and assist with laundry as needed.
- Help maintain a clean, organized workspace and assist with general cleaning tasks when needed.
- Socialize shelter cats using fear-free handling techniques and appropriate interactions.

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 independently and as part of a team.
- Must be comfortable working in a fast-paced environment.
- Experience with animals is a plus, but all training will be provided.

Physical Requirements:

- Must be able to stand and walk for extended periods of time.
- Must be able to bend, kneel, squat, and lift at the waist regularly.
- Must be able to lift and carry up to 30 lbs.
- Must be comfortable working around animals of varying sizes, temperaments, and activity levels.

Work Environment:

This position works in an active animal shelter environment with exposure to:

- Animal waste and bodily fluids
- Cleaning products and disinfectants
- High noise levels
- Potential animal bites and scratches
- Zoonotic diseases that can be transmitted from animals to people

A variety of cleaners, disinfectants, and medical products are used daily. Training and specific instructions will be provided regarding proper handling and use.

Time commitment:

Once weekly 2-2.5 hour shift. 3-month minimum service.

Dress Code:

Volunteer name badge, volunteer t-shirt, long pants, and closed-toed/closed-heel shoes are required.