



## **Volunteer Job Description - Cat Area Assistant**

**Focus of the Job:** The primary responsibility of the Cat Area Assistant is to help clean and organize the cat area and cat rooms. In addition, this position also needs to help socialize and play with the cats to help improve their mental and physical wellbeing.

**Reports to:** Cat Area Animal Care Staff, Supervisors, and Volunteer Coordinator.

### **Requirements:**

- Orientation
- Shelter Training

### **Tasks:**

- Cleaning litter boxes
- Washing cat dishes and bowls
- Sweeping and dusting cat rooms in Cat Area and Lifestyles
- Cleaning and wiping down cat trees and cat condos in Cat Area and Lifestyles
- Welcoming interested customers that come into Cat Area
- Play time with cats for mental and physical stimulation using approved toys
- Socializing with cats

### **Physical Requirements:**

- Must be able to bend down, reach, twist, kneel, bend, squat, etc.
- Must be able to push, pull, lift, and carry up to 15 pounds
- Must not be allergic to cats

### **Work Environment:**

- Slow paced environment with potential for animal bites and scratches
- A wide variety of cleaners, disinfectants, and medical products are used on a daily basis. Specific instructions will be provided on their appropriate use.

### **Shift Rules:**

- Read all signs on doors before entering and follow all instructions
- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff
- No more than 2 people in a cat room at any time - both people must be at least 6 feet apart
- Only use toys that are already in a room - do not transfer toys to other rooms
- Volunteers may not give treats to cats or prepare meals - volunteers can help pass out the prepared food bowls to the cats with staff guidance
- Interactions with kittens less than 4 months old is not allowed
- Interactions with any cats that require PPE to enter rooms is not allowed

### **Dress Code:**

This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. It is recommended to wear a long-sleeved shirt under volunteer shirt to protect your arms whenever interacting with animals.