



CHA

Animal Shelter

JOB TITLE: CAT CARETAKER

Department: In Shelter Kennel Care

Classification: Volunteer

Position Summary: Care and feeding of CHA cats, as well as interaction with public in the cat rooms if the shift is during adoption hours. Duration of the shift is approximately two hours on weekdays and approximately three hours on weekends. Shift is scheduled every other week.

Volunteer shift positions report directly to the shift Lead, and secondarily to the volunteer coordinator.

Duties & Responsibilities:

Socializing with and grooming cats, observation of cat behavior and wellness, keeping cat condos clean and presentable, including refreshing litter pans, watering and feeding, interacting with public (if adoption shift), stocking supplies and helping with laundry and dishwashing if applicable. Familiarity with and application of all procedures set forth in *The CHA Cat Care Manual* when performing tasks and providing care. Maintain free flowing dialogue, including questions and concerns, with your lead.

Skills & Qualifications:

Clear understanding of cat behavior and handling practices. Mild mannered and patient demeanor. Possesses excellent communication and customer service skills and exercises good judgment when dealing with the public, staff and other volunteers. Represents CHA in a professional and courteous manner at all times. Committed to maintaining the integrity of CHA mission through care of the cats, responsible and dependable attendance of your shift, and respectful communication regarding CHA, inside and outside of the shelter.

Working Conditions:

Work is performed in the cat rooms. Candidates should not be allergic to cats, must be able to stand for extended periods of time (1.5 -2 hrs), able to lift 50 lb bags of litter/food, and be able to bend and stretch.