

	Volunteer Job Description	Number of Positions: 100+
	Shelter Caregiver	

**Summary:** The Shelter Caregiver is responsible for the daily maintenance of shelter areas and for interacting with feline residents.

### **Duties and Responsibilities**

**Shelter Cleaning and Maintenance (75%)** Caregivers are responsible for keeping the shelter environment clean and pleasant for the cats, volunteers and visitors, and to minimize the possibility of disease transfer between cats. Tasks include, but are not limited to:

1. Scoop and refill litter boxes.
2. Remove bedding and replace with fresh, as needed.
3. Exchange all existing food and water bowls with clean bowls.
  - Check type of food on kennel cards or doors for special diet requirements.
  - Check tracking cards on kennel doors for urinary and fecal issues and mark appropriately.
4. Clean all flat surfaces, including chairs, stools, window and other ledges, shelving. Sweep and/or mop floors.
5. Ensure all kennels and rooms have toys.
6. If directed, clean office area litter boxes, bowls, bedding, and/or floor.
7. May be asked to utilize laundry facilities, including washer and dryer; may be directed to fold and store laundered items.

**Caregiving to Cats (25%)** Shelter Caregivers interact with the cats to help them feel comfortable with people and other cats. Tasks include, but are not limited to:

1. Play with the cats with cat toys or by other means to provide entertainment and exercise.
2. Cuddle, pet, comb, and make the cats comfortable with people.

### **Job Requirements**

- Understanding of English to be able to follow feeding directions and to update basic cat care records.
- Ability to interact with the cats in a positive, non-threatening way.
- Ability to bend and twist to play with the cats and to clean.
- Friendly, cooperative and respectful with other shelter volunteers.
- Ability to interact with shelter visitors in a positive, friendly way. Should possess a willingness and ability to follow Feline Rescue policy and to communicate Feline Rescue messaging to external stakeholders. Must defer questions to Adoption Specialists or to Shift Lead.
- Maintenance of appropriate level of hygiene, especially handwashing, to minimize the possibility of the disease transfer between cats.
- Ability to lift up to 25 pounds to handle food, litter and fully-grown cats.
- Must obtain required vaccinations.
- Shelter caregivers must be at least 16 years of age to volunteer alone. Children ages 10 to 15 must have a parent or guardian volunteering with them each shift. Volunteers under age 10 are not accepted.

### **Work Commitment**

Shelter Caregivers work 2-hour shifts during the hours the shelter is open and must commit to volunteering at least once per week for a minimum of 6 months.