

Title of Role: PetSmart, Cat Assistance

Purpose of Role: To provide the care, feeding and basic enrichment to cats housed at Pet Smart adoption areas.

Qualifications:

- Must be over the age of 18
 - Able to lift 15 pounds
 - Familiarity of cat behaviour and experience in handling cats
 - Demonstrate good client services skills
 - Be able to work along with minimum supervision, once trained
 - Access to transportation to attend weekly shift(s)
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Time Commitment:

- Minimum 1-year commitment of one (1) weekly, two-hour shift
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Primary Tasks/ Responsibilities:

- Feed cats and clean their kennels/litter in the pet adoptions area
 - Advise Humane Society staff when cat(s) is ill or supplies to care for them are low
 - Represent WECHS in a positive manner to PetSmart staff
 - Provide basic enrichment to cats, per Cat Enrichment training protocols
 - Communicate proactively with the Volunteer Coordinator
 - Signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
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Recruitment/ Selection:

- As per WECHS volunteer selection practices, volunteers must complete:
 - WECHS Volunteer Application Form
 - Undergo an interview
 - When selected, complete a Criminal Record Check
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Orientation and Training:

- General Volunteer Orientation
 - Buddy Shift(s) – hand's on training, practice and application of in-class training session
 - Multiple Choice Testing with a grade of 90% or greater
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Dress Code: Closed-toed shoes, comfortable clothing
Disposable, sterile gloves
No loose jewellery
Volunteer must wear an ID badge at all times

Supervision: Volunteer Coordinator

Location: Offsite

Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.