

<b>2014</b>	<b>Volunteer Strategic Plan – Feral Cat Asst.</b>	<b>Managers</b>
Effective/Review Date: 8/2014		Approved by: TP




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### Volunteer Role Description

**Title:** Feral Cat Assistant (Transport and Maintenance)

**Department:** Surgical

**Reports To:** Carolina Franco/Tara Pregolato

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**Function:** The Feral Cat Assistant will help to relocate trapped feral cats from the feral cat holding room into the Rainbow Bridge Lobby for pick up (Tuesday and Thursday 8am – 10am). After 10am the Feral Cat Assistant will report to the feral cat holding room to help clean for the next day’s feral cats (sweep, mop, clean shelves, prepare newsprint etc.). The feral cat holding needs support M-F after 10am.

**Specific Requirements:**

- Must support the Animal Rescue League’s mission, policies and practices.
- Must have excellent cognitive skills.
- Must be able to work well as a team.
- Have a background in animal care and behavior (preferred but not required).

**Skills:**

- Detailed knowledge of animal care, keeping and behavior is preferable.
- High level ability to multi-task, organize and perform detailed tasks efficiently and with accuracy.

**Qualifications:**

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- Must be able to tolerate highly unpleasant odors (masks and gloves are provided).
- Must be able to lift 40 lbs.
- Must be able to multi-task.
- Must be able to follow detailed instructions regarding signs of distress and emergency protocol.
- Must be able to maintain calm in the event of an emergency.
- General knowledge of animal care and keeping is preferred.

**Expectations:**

- Expect to adhere to agreed schedule (role is necessary M-F).
- Contact Supervisor if he/she can not fulfill said schedule or will be late.
- Agree to work a minimum of one (1) shift each week.
- Must be able to maintain positive working relationships with staff.

**Training Curriculum:**

- Volunteer orientation and interview with Volunteer Manager.
- Shadow Supervisor for 2-3 complete shifts.

**Training Schedule:**

- Tuesday and Thursday 10am – noon.
- Weekly briefings as needed.
- Schedule maintained by supervisor.
- Communication maintained by Supervisor and Volunteer Manager.

The surgical team functions in a very fast paced environment. The perfect candidate must be outgoing, confident and possess excellent listening skills. This person should be willing to listen, learn, show initiative and aptitude.