



Dane County Humane Society Volunteer Position Description

Job Title: **FELINE FRIEND – MAIN SHELTER**

Reports to: Volunteer Training Coordinator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society’s mission and core values by assisting with the overall care of shelter cats by providing a clean and enriching environment during their stay at Dane County Humane Society.

Duties and Responsibilities:

- Care for shelter cats by participating in specifically outlined care duties including cage cleaning, restocking of supply area, dishes and laundry.
- Socialize cats after initial care duties have been completed for the day.
- Help facilitate quick placement of cats into forever homes by communicating with staff and fellow volunteers regarding cats’ medical & behavioral health via comment sheets.
- Help to direct visitors to the *Adoption Center* for adoption inquiries.

Requirements:

- Minimum age of 16 years or older
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Basic handling of cats, with a good understanding of responsible pet care
- Excellent customer service and communication skills
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to two hours

Training, Schedule and Commitment:

- Attend all training sessions and continuing education as required of this position including initial two-hour training and a one-on-one shadow shift with an approved volunteer
- Participate in ongoing evaluation program
- Adult shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday.
- Youth shifts available: noon-5pm Saturday and Sunday; 3-7pm Monday, Tuesday, Thursday or Friday; 3-5pm Wednesday
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months