



Position Descriptions for Cattery and House Cat Shifts

Cattery Cleaning Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Provide care for the cats through cleaning and socializing. Prepare the cattery for visitors before the shelter opens to the public.

Major responsibilities:

- Work as a team with other volunteers on the shift to clean and socialize
- Scoop litter boxes, clean as needed
- Clean any occupied cages
- Wash food and water dishes, then dry and put away
- Sweep and mop floor
- Help with laundry
- Play and interact with cats
- Take out garbage

Time Required: One 2-3 hour shift in the morning or evening per week during the week, or every other week on weekends.

Shift Times: Weekdays, 8:30 – 11:00 am and 5:00 – 7:00 pm; Weekends, 8:30 – 11:00 am and 4:00 – 6:00 pm

Qualifications:

- Must be 16, ages 10-15 with a parent
- Ability to bend and reach, and lift at least 25 lbs
- Capacity to follow shelter rules and guidelines
- Willingness to spend at least half of the shift cleaning
- Willing and able to handle cats of various temperaments
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Cattery Training must be completed before working independently. All new Cattery Cleaning Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and cats, gain skills in handling cats' temperaments, have fun interacting with cats and other volunteers

Cattery Showing Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Show cats to potential adopters; socialize with cats, clean as needed.

Major responsibilities:

- Work as a team with other volunteers on the shift to show and socialize the cats
- Interact with potential adopters
- Using the adoption application, the cage card, and shelter rules determine which cat(s) is/are appropriate for a potential adopter
- Supervise visitors for their safety and the safety of the cats
- Keep litter boxes and cattery area clean
- Help with laundry
- Play and interact with cats
- Empty garbage can

Time Required: One 2-3 hour shift per week during mid-day or evening hours during the week, or a 4 hour shift during mid-day hours every other week on weekends.

Shift Times: M/Tu/Th/Fr, 11:00 am – 2:00 am and 7:00 – 9:00 pm; Sat/Sun, 11:00 am – 3:00 pm

Qualifications:

- Must be at least 18 for any showing shifts
- Ability to bend and reach, and lift at least 25 lbs
- Capacity to follow shelter rules and guidelines
- Comfortable talking to visitors
- Willing and able to handle cats of various temperaments
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Cattery Training must be completed before working independently. All new Cattery Showing Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and cats, gain skills in handling cats of different temperaments, have fun interacting with cats, other volunteers, and visitors.

Cattery Socializing Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Socialize with cats, clean as needed.

Major responsibilities:

- Work as a team with other volunteers on the shift to ensure all cats are given attention
- Keep cattery area clean
- Help with laundry
- Empty all garbage cans

Time Required: One 2-3 hour shift per week during mid-day or evening hours on weekdays, or every other week on weekends.

Shift Times: Wednesdays, 11:00 am – 2:00 pm and 7:00 – 9:00 pm; Sat/Sun, 7:00 – 9:00 pm

Qualifications:

- Must be 16, ages 10-15 with a parent
- Ability to bend and reach, and lift at least 25 lbs
- Capacity to follow shelter rules and guidelines
- Willing and able to handle cats temperaments
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Cattery Training must be completed before working independently. All new Cattery Socializing Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and cats, gain skills in handling cats of different temperaments, have fun interacting with cats and other volunteers

House Cats Cleaning Volunteer

Supervisor: Judy Schnell, Volunteer Coordinator, West Suburban Humane Society

Purpose of the Position: Provide care for the cats through cleaning and socializing. Prepare the front office area for visitors before the shelter opens to the public.

Major responsibilities:

- Work as a team with other volunteers on the shift to clean and socialize
- Scoop litter boxes, clean as needed
- Clean any occupied cages
- Wash food and water dishes, then dry and put away
- Sweep and mop floor in each office area
- Help with laundry
- Play and interact with cats

- Take out garbage for each area

Time Required: One 2-3 hour shift in the morning or evening per week during the week, or every other week on weekends.

Shift Times: Weekdays, 8:30 – 11:00 am and 5:00 – 7:00 pm; Weekends, 8:30 – 11:00 am and 4:00 – 6:00 pm

Qualifications:

- Must be 16, or ages 10-15 with a parent
- Ability to bend and reach, and lift at least 25 lbs
- Capacity to follow shelter rules and guidelines
- Willing to spend at least half of the shift cleaning
- Willing and able to handle cats of various temperaments
- For some shifts, able to give topical and oral medications
- Comfortable working in an environment that can be noisy, messy, and malodorous
- Ability to work independently and with other volunteers
- Passionate about animals and WSHS's mission

Training and/or Preparations Required: New Volunteer Orientation and Cattery Training must be completed before working independently. All new House Cat Cleaning Volunteers will shadow an experienced volunteer for at least the first shift or until comfortable working independently.

Work location: Shelter

Benefits to the volunteer: Gain knowledge about shelters and cats, gain skills in handling cats temperaments, have fun interacting with cats and other volunteers

Date of position description: 09-30-14