**Volunteer Job Description**

**Title: Kitten Wrangler**

**Reports to:** Fill in appropriately

**Purpose of Position**: To provide care for cats and kittens at outreach and help facilitate adoptions at our offsite adoption centers. This includes building a relationship with potential adopters and assisting them to find the cats/kittens that are a good match for their home and lifestyle. The primary duty is to make sure cats/kittens are handled in a safe manner, to help prevent illness, and insure kitten protocols are followed.

**Duties and Responsibilities**:

* Know and adhere to Your Organization’s guidelines on adoptions, including educating potential adopters on the rationale for these guidelines.
* Assist in the daily care of cats/kittens. Maintain kennel cleanliness. Refresh litter, water and bedding as needed.
* Ensure all visitors sanitize hands before interacting with any cat/kitten
* Assist potential adopters with meeting cats/kittens in kennels.
* Enforce proper cat/kitten showing and handling protocols

**Qualifications:**

* Ability to handle cats safely and compassionately; ability to take and seek direction; work independently; self-motivated work ethic
* Ability to read cat behavior and safely work with animals and public at the adoption center
* “People skills,” e.g. the ability to relate to people and educate them; general knowledge of cats; ability to make independent decisions within established policies and guidelines; at least eighteen years of age (Ages

14-18 must volunteer with a parent)

* Ability to squat, bend, twist, lift, use a step ladder (to reach top kennels) or stand for long periods when working directly with the animals

**Training Requirements**:

* General volunteer orientation
* Additional training with a staff member. Once the additional training has been completed, volunteers will receive an orientation at the offsite adoption center where they will be volunteering.

**Age Requirement:**

* Must be at least 18 years old to volunteer alone. Ages 14 – 18 must volunteer with a parent.

**Time Commitment:**

* 1-2 shifts per month on a Saturday or Sunday from 12pm-4pm

**Benefits to Volunteer**:

* Keep offsite cats/kittens healthy and happy
* The satisfaction that comes with helping cats find their forever homes