

Ten Lives Volunteer Position Description

Position title	Volunteer Adoption Assistant
Description	Can you help our kitties find love? With so many cats passing through our Centre each year, we need some help matching them with their forever home. This volunteer role plays a valuable part in the adoption of cats and kittens by looking after the Adoption Room and acting as a matchmaker for customers and kitties: introducing humans to potential new feline family members.
Supervisor	Supervisor
Location	Adoption Room
Hours of work	Monday-Friday 10am-4pm, Saturday & Sunday 10am-2.30pm
Time commitment	Due to the amount of orientation and training required for each position, we are unable to take volunteers for short periods such as one or two days or a week. In general, we ask that volunteers commit to an ongoing volunteering period of at least three months.
Responsibilities	<p>It's important that these duties are adhered to and undertaken in a professional manner, for the smooth operation of the Centre:</p> <ul style="list-style-type: none"> • Develop knowledge of each cat and kitten (personality, needs, history etc) to be able to provide support and advice to customers • Welcome/direct customers to the Adoption Room and provide support and advice on cat adoption • Interact with cats to encourage socialisation, e.g. brushing, playing, comforting and reassuring • Monitor the Adoption Room (numbers, noise levels, children's behaviour etc) to minimise feline stress levels • Assist with feeding cats and kittens as per dietary requirements • Assist with cleaning and maintaining Adoption area (litter trays, cat cages, floors etc) • Assist with taking photos of and writing personality profiles for cats • Report all animal health and behavioural observations to Supervisor, e.g. cat flu, ringworm • Adhere to Ten Lives Workplace Health and Safety Policies and Procedures
Skills required	<ul style="list-style-type: none"> • Excellent interpersonal/communication skills • Customer service mindset • Experience in feline health care or the ability to learn about feline husbandry, behaviour and health • Sensitivity, confidence and adaptability • Ability to work well in a team and follow direction • Attention to detail • Reliability • Affinity with cats and commitment to animal welfare • Police check
Skills gained	<ul style="list-style-type: none"> • Animal care and cat handling experience • Training and career pathway opportunities • Knowledge of Ten Lives Cat Centre • Being a part of a not-for-profit organisation making a huge difference to feline welfare in Tasmania

Benefits to Centre	Thousands of cats pass through the centre annually and in kitten season (Oct-March) it's one every 30 minutes during our seven day a week operation. Having dedicated support in our Adoption Room allows our animal care staff to prioritise surrenders and high-needs cases and increases the success of our kitties finding their forever home.
Benefits to volunteer	This role provides an excellent opportunity to gain animal handling and customer service experience as well as contribute to our cats finding their forever home. This is a great role for those interested in gaining experience in the animal care industry or those who just love caring for cats.
Training	Ten Lives provides Induction as well as training on cat handling, Centre procedures and health and safety. Specific animal care training is on-the-job with Supervisors and staff.