

Ten Lives Volunteer Position Description

Position title	Volunteer Grounds/Handyperson
Description	Keeping our Centre clean and inviting for our kitties and human visitors is an essential part of our operations at Ten Lives. We need people who can donate their time in the mornings/afternoons to keeping the Centre in tip top condition, inside and out, through general grounds maintenance.
Reports to	Supervisor
Location	Interior and exterior public areas
Hours of work	Shifts cover: <ul style="list-style-type: none"> • Monday – Friday 7.30am-12pm • Monday – Friday 3pm-5pm • Saturday & Sunday 7.30am-11am • Saturday & Sunday 1pm-3pm
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	It's important that these duties are adhered to and undertaken in a professional manner, for the smooth operation of the Centre: <ul style="list-style-type: none"> • General grounds maintenance such as sweeping, plant care, watering, weeding etc • General maintenance and small building projects • Periodic indoor cleaning such as cleaning windows and cleaning at heights • Adhere to Ten Lives Workplace Health and Safety Policies and Procedures
Skills required	<ul style="list-style-type: none"> • Maintenance skills • Ability to undertake maintenance work • Ability to work well in a team and follow direction • Attention to detail • Reliability • Commitment to animal welfare • Police check
Skills gained	<ul style="list-style-type: none"> • Maintenance skills and experience • 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. This role frees up our staff to prioritise the welfare of our cats, which helps us to minimise their number of days in care and help them find their forever home.
Benefits to volunteer	This role is ideal for a retired handy person or tradie and provides an excellent opportunity for a caring person to give back to a worthwhile cause and contribute to our cats finding their forever homes.
Training	Ten Lives provides Induction as well as training on Centre procedures and health and safety.