



Volunteer Position Description

Direct Care-Domestic Cats Volunteer

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Work Location	18740 Highland Valley Rd, Ramona, CA 92065
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
Purpose of the Position	Work with our San Nicolas Island cat colony to provide them with a clean and healthy home, then spend some quiet time grooming and socializing the cats to promote their adoptability
Volunteer Responsibilities	<ul style="list-style-type: none"> • Learn to identify cats as individuals • Write detailed animal care notes as directed • Assist in grading the cats on the behavior scale • Assist in cat capture using clicker training and/or nets as required • Identify potential health issues in cats and ensure notes are provided to the medical staff • Feed/water cats in measured amounts (morning shift) • Clean enclosure which may include raking, weeding, sweeping platforms, and climbing ladders up to 8 feet (morning shift) • Scoop and wash dirty litter boxes, refill with designated substrate and replace into enclosure (morning shift) • Launder towels and cat bedding as needed; empty and wash/sanitize dishes (morning shift) • Medicate cats as required (morning shift) • Provide operant conditioning in the form of clicker training (afternoon shift) • Groom and socialize the cats (afternoon shift) • When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 4; involves cleaning and maintaining enclosures, which can be physically strenuous • Mental difficulty is level 2; requires learning procedures and protocols; supervision is available, but ability to problem-solve is desired • Emotional difficulty is level 3; volunteers will create relationships with cats who may be adopted or become ill and leave the colony forever, which can be emotionally distressing
Expected Environmental Conditions	All of the work is performed outdoors in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen, break room, drinking water, coffee, and computers as needed.)
How Often Volunteers Work On-site	All work is performed on site
Orientation/Training	Orientation includes the following: history and tour of The Fund for Animals Wildlife Center (FFA), description of rules, overview of programs and

	volunteer opportunities. Volunteers should attend the orientation wearing closed, rubber-soled shoes. Volunteers will be trained on the particular aspects of their role.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of The FFA and how the program area fits into the larger picture of animal protection • Exposure to the operations of a wildlife center • Learn how to properly care for domestic cats • Develop or strengthen safe animal handling skills • Knowledge of various animal species and wildlife issues • Knowledge of animals' habitats
Position Start Date	Ongoing
Initial Minimum Commitment	At least 3 shifts/9 hours per month for a minimum of 100 hours. All hours may be completed in Cats or via a combination of cat care, specialty activities, or service in other departments. Advancement to Direct Care-Wildlife is possible after the first 25 hours for most volunteers.
Scheduling Guidelines	Between the hours of 8 am and 6 pm
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to learn and demonstrate a familiarity with The FFA's programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS • Knowledge of animal handling skills highly valued
Restrictions	<ul style="list-style-type: none"> • Must be at least 16 years old • Must have reliable transportation and arrive on time for shifts • Must wear closed, rubber-soled shoes • Must learn and follow all guidelines and policies of The HSUS and The FFA, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Current tetanus inoculation recommended
Tools/Equipment Provided (including Personal Protective Equipment)	Nets for any necessary cat captures, latex and leather gloves
Optional Tools/Equipment	Catnip or cat toys
Supervisor(s)	Director, The Fund for Animals Wildlife Center
Number of Concurrent Volunteer Openings	14 individuals; two per day
Additional Information	<ul style="list-style-type: none"> • Volunteers must comply with a strict protected-contact working environment, which means that volunteers may only make physical contact with domestic species or wildlife who are undergoing medical treatment. • The San Nicolas Island Cat enclosure is part of an HSUS pilot program for the use of live web-cam viewing. As such, all activity within the enclosure, including volunteers who work within, are being recorded and may be used in part or in whole for canned videos and live web-feeds.

	<ul style="list-style-type: none">• This volunteer role is a prerequisite to the Direct Care-Wildlife position.• The FFA cannot accommodate court-mandated community service.
Updated	12/24/2014