



BLUE MOUNTAIN HUMANE SOCIETY

7 East George Street, Walla Walla WA 99362

POSITION DESCRIPTION

TITLE: Cat Enrichment Volunteer

EFFECTIVE DATE: December 2018

REPORTS TO: Humane Education and Volunteer Coordinator

TRAINER(S): All Staff

TIME COMMITMENT: Drop In Schedule, Minimum of Minimum of 1-hour shift/month & 1-hour cleaning/month

LOCATION: Blue Mountain Humane Society

PURPOSE OF VOLUNTEER ROLE: The main purpose of a cat enrichment volunteer is to socialize with adoptable cats and maintain a clean living environment on the cat adoption floor at Blue Mountain Humane Society.

Duties Include:

- **Treat all animals both on and off the job humanely. You are a representative of the BMHS even when you are not volunteering.**
- Maintain appearance and demeanor consistent with the image of the BMHS as a professional animal facility. Follow the dress code required of all volunteers as outlined in orientation.
- Provide a safe environment for the animals, volunteers, and customers by following safety procedures and protocols.
- Assist staff, guests, and volunteers with getting cats in/out of their cages. Educating the guests and volunteers about how to safely interact with cats on the adoption floor.
- Assist Customer Service staff with updating pet descriptions by filling out personality assessments for shelter animals.
- Provide daily enrichment by interacting with the adoptable cats.
- Socializing, comforting and playing with the adoptable cats.
- Bathing, and grooming of shelter animals, as needed.
- Changing litter pans as necessary.
- Maintaining cat's water levels as necessary.
- Assisting adopters/visitors/volunteers with questions.

OTHER DUTIES / FUNCTIONS:

- Assist with additional animal exercise opportunities.
- Available to assist other volunteers as needed.
- Available to assist visitors, donors and staff as needed.

4/16/2019

- Assist with animal supply and food inventory.
- Assist with maintaining community food program supplies.
- Assist with maintaining newspaper organization in storage room.
- Other duties as assigned.

POSITION SPECIFICATIONS:

- **Required**
 - Must be detail oriented, accurate, and dependable.
 - Able to juggle demands, prioritize, and follow through to timely completion.
 - Good communication skills, (verbal/written).
 - Patience. You need to be a sense of security for the animals.
 - Must maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
- **Desired**
 - Desire for learning and mastery of required job skills in order to expand the impact that the Blue Mountain Humane Society has on the community.
- **Education / Training**
 - Must have attended orientation.
 - Must have attended 1-on-1 with Volunteer Coordinator.

GOALS:

- The goals of a cat enrichment volunteer is to provide adoptable cats at Blue Mountain Humane Society a clean environment as well as the necessary enrichment to help them thrive while waiting to be adopted.

WORKING CONDITIONS:

- Indoors in air conditioned/heated office, outdoors at shelter.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.