

# Ten Lives Volunteer Position Description

<b>Position title</b>	<b>Volunteer Animal Care Assistant</b>
<b>Description</b>	As the largest cat centre in Tasmania, we take care of thousands of cats and kittens every year. There is heaps to do every day to take care of our them, to give them their best chance at finding their forever home. We need cat lovers who can donate their time in the mornings and/or afternoons to help feed our kitties and keep their environments clean and comfortable.
<b>Reports to</b>	Supervisor
<b>Location</b>	All areas
<b>Hours of work</b>	Shifts cover: <ul style="list-style-type: none"> <li>• Monday – Friday 7.30am-12pm</li> <li>• Monday – Friday 2pm-4pm</li> <li>• Saturday &amp; Sunday 7.30am-11am</li> <li>• Saturday &amp; Sunday 11am-2:30pm</li> </ul>
<b>Time commitment</b>	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.
<b>Responsibilities</b>	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"> <li>• Assist with feeding cats and kittens as per dietary requirements</li> <li>• Assist with cleaning litter trays, cat cages and areas</li> <li>• Perform any general animal care tasks as set by Supervisor</li> <li>• Report all animal health and behavioural observations to Supervisor, e.g. cat flu, ringworm</li> <li>• Adhere to Ten Lives Workplace Health and Safety Policies and Procedures and wear appropriate PPE when required</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Good interpersonal/communication skills</li> <li>• Experience in feline health care or the ability to learn about feline husbandry, behaviour and health</li> <li>• Ability to work well in a team and follow direction</li> <li>• Attention to detail</li> <li>• Reliability</li> <li>• Commitment to animal welfare</li> <li>• Police check</li> </ul>
<b>Skills gained</b>	<ul style="list-style-type: none"> <li>• Animal care and cat handling experience</li> <li>• Training and career pathway opportunities</li> <li>• Knowledge of Ten Lives Cat Centre</li> <li>• Being a part of a not-for-profit organisation making a huge difference to feline welfare in Tasmania</li> </ul>
<b>Benefits to Centre</b>	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 surrenders and unwell cats as well as continually improve our processes. This in turn helps us to minimise the number of days in care for our cats and help them find their forever home.
<b>Benefits to volunteer</b>	This role provides an excellent opportunity to gain animal handling experience as well as contribute to our cats finding their forever home.

<b>Training</b>	Ten Lives provides Induction as well as training on cat handling, Centre procedures and health and safety and on-the-job learning.
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