



Position Title: RASKC Cat-Care Team Member at a Partner Store

Regional Animal Services of King County

Partner Stores: Covington Petco, Reber Ranch, and Tukwila Petco

Job Objectives:

- To provide quality care for the cats, including cleaning the kennels, changing the litter, feeding the cats, socializing and cuddling them, and monitoring their health;
- To educate potential adopters and members of the general public about RASKC, the adoption process, and cat care; and
- To help present a positive image of RASKC to the general public and the partner store.

Why This Job Is Extremely Important: The primary aspects of RASKC's mission of RASKC are to provide the best care possible to the animals and to promote their adoption.

Volunteers play an important role in cat care, by providing socialization and cuddling, helping to monitor and flag if any cats are displaying symptoms that indicate needed medical care (e.g., sneezing). By cleaning vacated cat kennels in strict adherence to protocols and by ensuring that members of the public do not touch kitties or kennels (except when authorized to do so), the volunteers provide significant assistance in preventing disease transmission.

Volunteers play an invaluable role in helping customers be well matched with kitties to adopt and to promote responsible pet ownership. This is enormously helpful to the cat, the adoptive family, and RASKC. When the volunteers help customers leave with a positive impression of RASKC, this reinforces our brand identity as a terrific place to adopt a new family member. Hopefully those customers will not only one or more animals but also to "spread the word" to others about their positive impression of RASKC.

Primary Job Duties:

1. To thoroughly clean cages that kitties have vacated and to "spot clean" the occupied cages when there are messes in strict adherence to protocols.

2. To feed the cats in strict adherence to protocols, and to provide fresh water.
3. To monitor the health conditions of the adoptable cats and to communicate any significant deviations (e.g., sneezing, loss of appetite, snot smears on cage, vomiting (except hairballs), diarrhea, tape worms) to the Lead Volunteer and relevant RASKC staff.
4. To socialize and cuddle the cats. To notify Lead Volunteer right away if cat displays bad behavior.
5. To post your hours online within 24 hours after working a shift.
6. To ensure that members of the public do not touch kitties or kennels unless authorized to do so.
7. To assist members of the public in a friendly, helpful demeanor about the cat, the adoption process, in strict adherence to protocols.
8. To clean, straighten up, and otherwise prepare the cat kennel area so that it's presentable to the public,

Secondary Job Duties:

1. To maintain good communication with the Lead/ Co-lead volunteer(s) and Scheduler and, if relevant, RASKC staff.
2. To fill-in when possible on shifts that need extra help.
3. **To follow protocols about self-scheduling absences and to provide immediate additional information if the absence is known with less than 48 hours of the shift.**
4. To maintain good rapport with the store employees, customers, and other volunteers.
5. To read RASKC emails daily and respond in a timely fashion when applicable.
6. To offer ideas on how the system can be improved.

Optional: Upon request of the lead/ co-lead volunteer or RASKC staff to transport cats, supplies, and/or paperwork between the store and RASKC.

This Job Does Not Include...

- Volunteers do not process adoptions.
- Volunteers do not handle any money or checks.
- Volunteers do not offer personal opinions about cat care that are contrary to RASKC trainings.
- Volunteers do not usually work with cats who are sick. RASKC tries to limit this as much as possible.
- Volunteers do not work with feral cats and do not work with cats who have not been temperament tested.

Location: At one of the partner stores-- Covington Petco, Reber Ranch, and Tukwila Petco.

Other Background:

- During “cat season” (July- Dec), cats are almost always present.
- During the low season (Jan- June), there are some days when cats are not present, so you would not report to duty on those days.

Supervisors: Lead/ Co-lead volunteers and the Volunteer Program Manager.

Technical Expertise & Additional Leadership: RASKC’s Animal Services Coordinator oversees the programs at the stores, especially in providing technical expertise regarding cat care, the adoption process, supplies, equipment and store relations.

Training Required:

- New volunteer orientation
- One-on-one training with an experienced volunteer at the store

Qualifications and special skills required:

- Very good cat handling skills
- Excellent communication skills with the general public.
- Attention to detail.
- Some RASKC volunteer crew require participation on a Google listserve that is restricted to the volunteer crew and RASKC staff.

Time Commitment: To make a commitment of a 60- 90 minute weekly shift for a consecutive six-month period of time (preference for a longer commitment). Or alternate week shifts for a year. Sometimes summer-only shifts can be arranged.

Other perks: High-functioning, experienced volunteers can become eligible to be trained for RASKC's Special Events Adoption Team. High-functioning volunteers are given preference in various trainings and consultative opportunities. Job recommendations are also available to people who perform the job well. Get to know some terrific people!