

**McKamey Animal Care and Adoption Center**  
**Volunteer Job Description**

**Title: Animal Care Specialist (Cat)**

**Major Objective:** To assist in providing care to cats in the cat adoption area including purr porch, condos, etc.

**Responsibilities:**

- 🐾 Clean housing and litter boxes to maintain sanitation and health of the animals
- 🐾 Socialize and feed the cats in the adoption areas
- 🐾 Assist staff with duties such as cleaning windows, floors, shredding and sorting paper, washing dishes, etc.
- 🐾 Greet all visitors to their area and direct visitors to appropriate animal adoption
- 🐾 Do laundry as needed areas

**Qualifications:**

- 🐾 Ability and desire to handle and work with cats
- 🐾 Good communication and listening skills
- 🐾 Willingness to maintain sanitation of animal areas
- 🐾 Ability to work independently

**Training:**

- 🐾 Attend orientation program
- 🐾 Successful completion of Classes 1 & 2
- 🐾 On-the-job training from experienced kennel staff or volunteer
- 🐾 Read and understand Center policies and animal handling and safety

**Time and Place:**

Scheduled shifts during Center's hours of operation.

**Commitment:**

- 🐾 Minimum of two four-hour shifts per month.
- 🐾 Six month minimum

**Supervision:**

Direct supervision by the McKamey Animal Care and Adoption Center staff