



## VOLUNTEER JOB POSTING

**POSTING DATE:** 10/5/2018

**POSITION AND DEPARTMENT:** Feline Adoption Assistant  
(Cat Room)

**LOCATION:** SPCA Main Shelter

**COMMITMENT:** High, Same day and time each week

**END DATE:** Until filled

### JOB DESCRIPTION

The roll of the Feline Adoption Assistant is to help potential adopters learn about adoptable cats. Volunteers will work closely with adoption staff and supervisor.

### Principle Duties and Responsibilities

- Going over any paperwork that is on the kennel or colony room.
- Checking that a Guest pass has already been issued to the potential adopter.
- Scooping litter pans as needed.
- Alerting medical or adoption staff if there is a medical issue with any animal in the adoption area.
- Filling water dishes when needed.
- 3 p.m. - 5 p.m. shift will be responsible for feeding cats in the colony rooms and will be given special instructions how to do so
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

### Requirements

- Must be able to bend and lift 30 pounds.
- Must be able to kneel and or get on the ground to retrieve things and get cats out of lower cages.
- Experience with cats and cat behavior is helpful but not required.
- Enthusiastic about caring for felines.
- Must relate well to the staff, volunteers, and guests in the shelter.
- If you are on blood thinners, you should get your Dr's consent before signing on as an FA.

### How to Apply

No phone calls, please. Please email Krissi, Adoptions Manager, at [KrissiM@yoursPCA.org](mailto:KrissiM@yoursPCA.org).