



Kitchener-Waterloo Humane Society

Position Description

POSITION: Animal Care Partner/ Adoption Cats & Small Animals

REPORTS TO: Volunteer Coordinator

POSITION SUMMARY:

The purpose of this job is to assist our Animal Care Staff with maintaining a clean and healthy atmosphere and helping with general animal husbandry.

PRINCIPLE ACCOUNTABILITIES:

- Assist Animal care with the morning cleaning.
- Fill out daily animal health charts.
- Help with general Centre housekeeping.
- Ensure safety measures and KWHS policies are implemented at all times
- Responsible for assuring pets have sufficient food and water and reporting to Animal Care Attendants any health or behavioural problems in pets.

POSITION REQUIREMENTS:

Weekly commitment: 1 day for approximately 4 hours weekly

Skill:

- You must be able to follow direction.
- You must be able to work on your own.
- Must be comfortable working with all animals.
- Must be an effective cleaner and have an eye for detail.

Effort:

- Scrubbing of cat condos and small mammal areas.
- Sweeping and mopping floors
- Cleaning litter boxes
- Cleaning of animal dishes
- Cleaning of animal laundry
- Maintaining general cleanliness of the Centre
- Putting away Centre donations
- Cleaning windows

WORKING CONDITIONS:

- Washer/Dryer, dishwasher, floor scrubber, watering hose, disinfectant, scrub brush, squeegee.
- Maintain confidentiality of personal information
- Works in climate controlled temperature conditions.
- Working requiring the use of cleaning supplies/chemicals.
- Works in areas with strong odours, and high noise levels in regards to barking and other animals related noises.
- Exposure to dust and pet hair/dander.
- Works with some risk of injury on slippery floors.
- Exposed to bites, scratches, infections, and infectious diseases.
- Required to expend physical effort for a period of time, standing, bending and lifting.

VALUES:

The volunteers must demonstrate ability to work effectively with others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of volunteer work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.

In addition to the duties listed above, the Centre expects the following of each volunteer: adhere to KWHS volunteer policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; consistently reports for volunteer role on time prepared to perform duties of the position; participates in KWHS events as needed or required; and, completes other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.