



## The Humane Society of Kitchener Waterloo & Stratford Perth

### Position Description

**POSITION: Adopt-a-thon Volunteer**

REPORTS TO: Directly-Animal Care Staff Cat Coordinator  
Indirectly- Volunteer Coordinator

#### POSITION SUMMARY:

The purpose of this volunteer position is to assist our Animal Care Department with the adoption of cats to their forever homes by assisting with the transport of cats to affiliated pet stores and adoption processes throughout the adopt-a-thon event.

#### PRINCIPLE ACCOUNTABILITIES:

- Helping to prepare travel supplies (linens, bed, scoop, litter box, litter, food, food dishes, toys, table, crates, carriers)
- Helping to prepare Off Site Adoption Packages (forms, education material, signage, labels, flyers etc.)
- Scanning, copying, laminating, organizing of adoption paperwork into brown envelopes
- Preparing selected animals for travelling to Off Site Adoption Centres (scanning animals, making sure paperwork/microchip is correct, placing animals in carriers, accommodating them in vehicles to be transported safely)
- Delivering cats/small animals and adoption paperwork to pet stores
- Setting up cages/crates at pet stores
- Answering basic questions and informing pet store staff about animals transported as well as the Off Site Adoption paperwork
- Assisting with adoptions at Off Site Adoption Centres when needed
- Returning animals (if not adopted) and all materials back to the Humane Society after event

#### POSITION REQUIREMENTS:

Weekly commitment: TBD; depends on Adopt-a-thon weekends. These are typically scheduled about one month in advance.

Hourly commitment: Any Adopt-a-thon Fridays 10am-4pm (roughly)

\*Must have access to a suitable vehicle for transporting animals (and a valid driver's licence)

#### WORKING CONDITIONS:

- 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 HS 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.