



Centre County PAWS

Cat Program Volunteer Opportunities

Cat Care (cleaning and socializing) Volunteer

1.5 hour Cat Care training required

Shifts scheduled in teams of 3-4 each morning and afternoon weekdays and 5-6 each morning and afternoon weekends.

- *Provide assigned food and clean water to all cats in residence.*
- *Clean cat living areas by changing bedding when needed, straightening cat cages, and scooping litter boxes, including intake and quarantine rooms as needed.*
- *Give medications to cats as required.*
- *Maintain general cleanliness of the center, e.g. vacuuming, mopping, laundry, dishes, etc.*
- *Disinfect cages as needed.*

Floor Volunteer

1 hour Floor Volunteer training required

Cat care training is a prerequisite to Floor volunteer training

Shifts available: 11-1:30 and 1:30-4 weekends, 5-7 Mondays, 11-2 Tuesdays

- *Greet visitors to the cat wing*
- *Talk to potential adopters, helping individuals select an appropriate cat.*
- *Assist potential adopters by taking cats/kittens to a meet and greet room for introductions.*
- *Become familiar with cats in residence in order to help potential adopters select a cat who will work well for them.*
- *Spend time with cats for socialization.*
- *Help to maintain cleanliness of the center and cats' living areas while on duty as needed.*
- *Assist with tasks as needed while on duty (e.g. laundry, dishes).*
- *Know how to correctly access information and provide accurate information for all cats.*
- *Maintain familiarity with PAWS policies and adoption procedures and represent PAWS in a professional manner, treating all visitors warmly.*

Adoption Counselor

Cat Care and individual training required; floor volunteer experience very helpful

Shifts available: 11-1:30 and 1:30-4 weekends, 5-7 Mondays, 11-2 Tuesdays

- *Talk to potential adopters, helping them to select an appropriate cat.*
- *Review adoption applications with potential adopters*
- *Discuss relevant adoption and responsible ownership information on declawing, cat introductions, nail clipping, litter box habits, appropriate vaccination and medical care, etc. as needed.*
- *Process applications in accordance with all PAWS policies and procedures.*
- *Coordinate adoption completion times with adopters, foster homes, and medical team.*
- *Maintain familiarity with all PAWS policies and procedures and represent PAWS in a professional manner, treating all visitors warmly.*
- *Serves as the lead volunteer during shift.*

Cat Shift Leader

Must be a regular (weekly) volunteer.

- *Serve as the lead volunteer and be readily available during cat care shift.*
- *Stay up-to-date on cat care policies and procedures, specific cat information, and specific care updates, and ensure all volunteers on shift are informed and up-to-date.*
- *Ensure wing is properly closed at the end of shift.*
- *Provide direction, guidance, and training to shift volunteers.*
- *Inform the Shelter Supervisor and/or the medical team of any problems with a cat.*
- *Inform the Shelter Supervisor or Volunteer Team Chair of problems encountered with team members.*

Cat Mentor

Individual training required.

- *Complete post-training check list to train new volunteers on-the-job.*
- *Stay up-to-date on cat care policies and procedures, specific cat information, and specific care updates. Foster a welcoming environment for new volunteers and remain readily available for follow-up training sessions with mentees.*

Cat Mentor Coordinator

Individual training required.

- *Contact newly trained volunteers promptly after their initial training class.*
- *Pair newly trained volunteers with a mentor and alert mentor of pairings.*
- *Track progress of volunteer to evaluate effectiveness of Mentor Program.*

Cat Line Volunteer

Individual training required.

Voicemail checks and call backs can be made from home and is done on a rotating basis with each shift lasting one week.

- *Check voicemails left on the PAWS cat line.*
- *Provide daily call backs on any phone calls regarding cats.*
- *Provide necessary assistance and information to individual callers to include (but not limited to): surrender of a cat, help with cat behavioral problems, lost/found cats, emergency medical assistance for stray cats.*
- *Enter information from phone calls into the appropriate online database.*
- *Maintain familiarity with PAWS policies and procedures and represent PAWS in a professional manner, stressing concern and individual consideration on behalf of PAWS for every cat/kitten discussed.*

Cat Waiting List Maintenance Volunteer

Individual training required.

Good people skills and patience required.

- *Periodically contact individuals in the lost/found database for updated information.*
- *Periodically contact individuals on the cat waiting list for updated information.*
- *Contact individuals as needed to get completed/additional information for databases.*
- *Update waiting list as cats find other homes or change age brackets.*
- *Stress the importance of spaying/neutering to all individuals who have contacted PAWS.*
- *Notify cat intake coordinators of concerns, returning PAWS cats, or potential emergency situations.*

- *Maintain familiarity with PAWS policies and procedures and represent PAWS in a professional manner, stressing concern and individual consideration on behalf of PAWS for every cat/kitten discussed.*

Weekend Cat Waiting List Maintenance Volunteer

Individual training required.

- *Collect cat surrender forms from Waiting List mailbox at least weekly.*
- *Enter information from sheets into cat waiting list.*
- *Notify cat intake coordinators of concerns, returning PAWS cats, or potential emergency situations.*
- *Maintain familiarity with PAWS cat intake policies and procedures.*

Cat Line Email Volunteer

Individual training required.

- *Check emails sent to the PAWS cat email address.*
- *Provide daily return emails on any emails regarding cats (with the exception of lost/found cats which can be forwarded on to the appropriate volunteer).*
- *Provide necessary assistance and information to individuals to include (but not limited to): surrender of a cat, help with cat behavioral problems, emergency medical assistance for stray cats.*
- *Enter information from emails into the appropriate online database.*
- *Maintain familiarity with PAWS policies and procedures and represent PAWS in a professional manner, stressing concern and individual consideration on behalf of PAWS for every cat/kitten discussed.*

Intake Coordinator

- *Work closely with the Shelter Supervisor and Cat Foster Home Coordinator to determine appropriate intakes.*
- *Coordinate with the Cat Medical Coordinator on intakes to ensure timely vaccination and medical approval for adoption.*
- *Maintain familiarity with all PAWS policies and procedures.*

Intake Volunteers

Individual training required.

- *Contact individuals and set up intake dates as decided by cat intake coordinator.*
- *Set up cages and get cats/kittens settled in at PAWS.*
- *Evaluate cats/kittens upon intake in accordance with the PAWS Medical Intake Guidelines.*
- *Vaccinate and deworm cats/kittens in accordance with PAWS Medical Intake Guidelines.*
- *Email cat volunteers about new cats/kittens.*
- *Update all necessary boards at PAWS and label all cages as needed.*
- *Maintain familiarity with PAWS adoption and intake policies and procedures and represent PAWS in a professional manner, treating all individuals surrendering cats/kittens with respect.*

Cat Foster

Application process required

- *Spend time playing with/exercising foster cat daily.*
- *Observe foster cat for signs of illness and alert PAWS if there is a need for veterinary care or treatment.*
- *Contribute information on foster cat to keep cage cards and website information up to date.*
- *Drop off cats/kittens at PAWS Saturday morning for weekend showings and pick up on Sunday afternoon every weekend. Early or late pickups may be arranged to fit your schedule.*
- *Provide a safe and loving home, caring for your cat in accordance with all PAWS medical and adoption procedures.*

Cat Foster Home Coordinator

- *Work closely with the Shelter Supervisor and Cat Intake Coordinator to determine appropriate intakes.*
- *Process applications for foster volunteers.*
- *Arrange with fosters to bring a PAWS cat in for a spay/neuter appointment as needed.*
- *Keep fosters informed through the foster home email list.*
- *Maintain a directory of approved foster homes – it should be readily available to the Cat Team (online).*
- *Monitor which cats are in foster homes, maintaining current information in the cat census.*
- *Return emails and phone messages from foster volunteers in a short and reasonable time.*
- *Attend Cat Team meetings.*
- *Maintain familiarity with all PAWS policies and procedures.*

Cat Cage Allocation Volunteer

- *Work closely with the Shelter Supervisor and Cat Foster Coordinator.*
- *Assign and set up cages for incoming cats/kittens.*
- *Make cage cards and update all boards in cat wing for new cats.*
- *Move cats and reassign cages as necessary, in conjunction with the Shelter Supervisor, to allow for the most stress free environment for all resident PAWS cats.*

Cat Play Pal

1.5 hour Cat Care training required

Volunteers with a key can work as a Play Pal whenever convenient for him/her. Volunteers without a key should coordinate with the Play Pal coordinator.

- *Spend time with a cat needing socialization.*
- *Play pals must spend at least ½ hour three times per week with their chosen cat.*
- *Provide updates/progress reports to the Cat Play Pal coordinator.*

Cat Play Pal Coordinator

Volunteer must be regularly available via email and willing to coordinate with other cat volunteers and the cat scheduler.

- *Coordinate with Play Pals to allow for extra socialization time for cats in need.*
- *Collect updates/progress reports to ensure the Cat Coordinator, Shelter Supervisor, cat volunteers, and website are all up to date.*
- *Coordinate scheduling to ensure all FIV and FeLV positive cats have a daily Play Pal visit.*

Cat Coordinator

Volunteer must have considerable experience with PAWS and the PAWS cat program.

- *Work closely with the Shelter Supervisor, Cat Intake Coordinator, and Cat Medical Coordinator on care and mental health/adoptability of every PAWS cat.*
- *Oversee Cat team committees and therefore ensure appropriate matches are being made, Adoption Policies are applied equally to all adopters, intakes are made with consideration to all surrender requests and cat living situation, cats are housed appropriately and cared for in the best manner possible.*
- *Ensure policies or procedures are reviewed regularly and updated as necessary. Keep Cat Team members current on policies and procedures.*
- *Send regular adoption/intake updates to all cat volunteers via the PAWS Cat Volunteer Opportunities list serv.*
- *Work with all applicable committees and the Shelter Supervisor to improve quality of life at the center for our cats, prevent surrenders, and make successful adoption matches.*
- *Work to increase adoption numbers without compromising placement quality.*
- *Maintain familiarity with all PAWS policies and procedures and represent PAWS in a professional manner, stressing individual consideration on behalf of PAWS for every adoption applicant and PAWS cat.*

Cat Volunteer Scheduler

Can be done from home.

- *Work closely with Cat Mentor Program Coordinator and serve on the Volunteer Team*
- *Email and maintain cat volunteering schedule.*
- *Ensure shifts are adequately staffed.*
- *Find replacement when unavailable.*
- *Maintain familiarity with PAWS volunteer policies and procedures and treat all volunteers warmly and in a professional manner.*