



## Adoption Center Volunteer Job Description

Thank you for your interest in becoming a Cat's Cradle Adoption Center Volunteer!

We ask that you be able to contribute at least 4 hours a week – divided into one or two shifts. “Drop-in” volunteering is, also, welcomed once you have volunteered for at least 10 hours and have had training in proper safety and sanitation procedures.

Examples of tasks in a typical shift are:

- Greeting the public, explaining the mission of Cat's Cradle and our programs
- Answering the phones and taking messages, as necessary
- Filing/copying
- Cat socializing
- Laundry—folding and putting away
- Cleaning, i.e. dusting, mopping, straightening, glass-cleaning, emptying trash
- Scooping litter boxes
- Running errands

More experienced volunteers will:

- Handle adoptions
- Perform hands-on cat care, including some health-related care
- Be in charge of projects (special event decorating, hosting a special event, improving work flows)
- Train/supervise other volunteers
- Have opportunities for your creativity, input, ideas and skills

**Community Service Volunteers** are welcomed. We require the following:

- You have at least 20 hours to complete or are already an experienced Cat's Cradle volunteer.
- Your hours must be scheduled through the Volunteer Coordinator.

The following will lead to dismissal and notification of the Courts or other supervisor who assigned your hours:

- One absence without a call or email ahead of time.
  - Phone #: 540-433-1135
  - E-mail: [catscradle@catscradle.org](mailto:catscradle@catscradle.org) or [Volunteers@catscradle.org](mailto:Volunteers@catscradle.org)
- Three absences, even if they are excused.
- If you are able to call ahead at least 5 days to reschedule a day, that will not count as an absence.