

<b>2018</b>	<b>Kitten Nursery Attendant</b>	<b>Managers</b>
<b>Effective/Review Date: 7/2018</b>		<b>Approved by: TP</b>



### **Volunteer Role Description**

**Title:** Kitten Nursery Attendant

**Department:** Shelter

**Reports To:** Kitten Nursery Manager & Volunteer Program Manager

**Function:** Kitten Nursery Attendants will be part of a 24 hour team providing care to neonatal and under age/weight orphaned kittens until a foster family is secured. Responsibilities include bottle feeding, general feeding, spot and deep cleaning, stocking supplies and some data entry.

**Specific Requirements:**

- Must support the Animal Rescue League’s mission, policies and practices.
- Must be able to provide accurate information to the public at all times.
- Must have the ability to deal efficiently and calmly in a clinical setting while practicing safety best practices.
- Have a general knowledge of all shelter programs and departments.
- Have a background in animal care and behavior (preferred but not required).
- High level ability to multi-task, organize and perform detailed tasks efficiently and with accuracy.
- Must be able to bend, lift up to 25 lbs. and stand for extended periods of time.

**Qualifications:**

- Experience in a clinical or hospital setting (preferred but not required).

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- Comfort in a clinical setting among infant and underage kittens where humane decisions *may* be made.
- Must be computer literate.
- Must be able to multi-task and take careful instructions.

**Expectations:**

- Expect to adhere to agreed schedule.
  - Shifts are Monday – Sunday, 4 hours each providing 24 hour coverage.
    - 8am – noon, noon – 4pm, 4pm – 8pm, 8pm – midnight, midnight – 4am, 4am – 8am
- Contact Supervisor if unable to make a shift or will be late for a shift.
  - Communication regarding planned absences (vacations, school etc.)
- Follow all cleaning and sanitation policies and procedures at all times.

**Training Curriculum:**

- Volunteer open house and interview with Volunteer Manager.
- Shadow Supervisor for 2-3 complete shifts.
- Additional training as required by Supervisor.

**Training Schedule:**

- To be determined by supervisor.

Kitten Nursery Attendants will be under the supervision of the Nursery Manager and Director of Operations. This role is exclusive to volunteers who can commit to a schedule and function in a nursery setting, provide exceptional care to infant and underage orphaned kittens while following all policies, procedures and protocols. Kitten Nursery Attendants are part of a team and are held to the same standards as their staff counterparts.

\*This positions is not available to those seeking hours for the court.

How to get started?

- Register for a [Volunteer Open House!](#)