



POUND BUDDY Cattery Assistant Volunteer Application Form

Thank you for your interest in becoming a Pound Buddy volunteer with SOCARES (Society Of Animal Companion Animal Rescuers) Central Coast. Volunteers must be 18 years + and also vaccinated for Tetanus.

The responsibilities of this role include but are not limited to:

- Clean, sanitize cages and enclosures of our facility cats/kittens
- Remove animal waste and restock litter trays
- Wash and sanitize litter trays, feed and water bowls
- Water and feed cats
- Enrichment and socialisation
- General cleaning and laundry duties

Steps To Becoming A Volunteer

Applicants wishing to volunteer in this role must be satisfied they are able to meet the 'Necessary Capabilities' prior to making an application.

Application Process

Please provide detailed responses to the questions outlined within this form as this information will be used to assess your suitability. Once your application has been received and assessed, you will receive instructions on the next steps. If successful, you will be required to complete an onsite information and induction session at one of our two Central Coast Shelters.

Uniform Requirement

All volunteers must provide and are required to wear long pants and enclosed footwear.

Completed applications must be submitted via email volunteer@socarescentralcoast.com.au

We look forward to hearing from you.

The Socares Team.

Is A Cattery Assistant Role Really For You?

This can be a rewarding way to volunteer. However we would ask you to consider the following points before applying.

Positives

- Spending time with different cats and getting to know their personalities
- Keeps you fit
- Rewarding, especially when a cat's behaviour shows improvement
- Makes their day more interesting and stimulating
- Opportunity to learn about care and health requirements of cats
- Builds up your confidence of handling different cats
- Allows cats to socialise with people
- Learn new skills in animal welfare

Negatives

- Tiring/physically demanding
- Cold in winter
- Hot in summer
- Dirty
- Cats scratching you
- Cleaning up cat mess
- Smelling of cats etc at the end of the day
- Torn clothes
- Can be frustrating if a cat won't respond to you

In general working with cats requires a good level of fitness. Calmness and patience is needed as well as confidence with cats of all temperaments.

This section is to be completed to assist us in assessing your application:	
Why do you want to become a cat volunteer with SOCARES	
Have you ever owned or been fully responsible for a cat	
What previous experience have you had with cats	

Medical Information:	
<p>Ensuring our volunteers are safe and supported is important to us. Your answer to the following questions will help meet our mutual needs and allow us to consider any reasonable adjustments that may be required to enable you to perform volunteer tasks. Please note that we are unable to engage pregnant women as volunteers due to the nature of the volunteer role.</p> <p>Please note for safety reasons all applicants must be able to meet the 'Necessary Capabilities of the SOCARES cat volunteer role'.</p> <p>Please include information about all health-related issues (including any physical or psychological medical condition, disability (physical or intellectual), allergy, or past injury or medical treatment which you are undergoing).</p>	
<p>Do you currently:</p> <ul style="list-style-type: none"> • suffer from any health-related issues, allergies and/or medical conditions or injuries (past or present)? • take regular medication? • undergo regular medical treatment? 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details :	
Are you covered for tetanus?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there certain tasks which you are unable to safely undertake?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details:	
Do you have any form of disability (physical or intellectual) ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please advise of any support requirements you may have or any personal considerations which may impact tasks you will be required to perform in your cat volunteer role.	

Personal Information:		Date				
Given Name		Surname				
Age						
Street Address						
Suburb & Post Code						
Email Address						
Contact Number						
Emergency Contact Details:						
Name	Contact Number	Relationship To You				
References:						
Please include the details of one referee -						
Name	Contact Number	Relationship To You				
Availability:						
What is your work status?	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Student <input type="checkbox"/> Not Working <input type="checkbox"/>					
Please indicate what shelter you would like to volunteer at -						
Erina <input type="checkbox"/> Charmhaven <input type="checkbox"/>						
Please indicate your volunteering availability below -						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/>
How many hours would you like to volunteer each week?						

Declaration:

It is important that volunteers are aware of our commitment to animal welfare and the community. As a volunteer you are representing SOCARES and must at all times uphold our expected values.

As outlined earlier within this form, there is an expectation you would have read certain documentation prior to submitting this form to us for consideration. Please confirm that you have read the follow document:

Necessary Capabilities for a SOCARES Volunteer Cattery Role	Yes <input type="checkbox"/> No <input type="checkbox"/>
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I, _____ declare that all information given with this application is true and correct.

I agree that I am applying to be a cattery volunteer for SOCARES, a volunteer being “someone who enters into any service of their own free will, or who offers to perform a service or undertaking for no financial gain” and that no contract of employment is created by the acceptance of my application or the service I provide. I agree that SOCARES may reject my application for any reason and, if my application is accepted, may terminate my engagement as a volunteer at any time and for any reason.

Confidentiality: I will keep all information, knowledge and intellectual property associated with SOCARES confidential. I will not use or disclose to any person any confidential information. This will include conversations on social media or the posting of any untrue information about SOCARES.

Intellectual Property: I agree that any photographs or materials contributed to or pertaining to SOCARES during my time as a volunteer will remain the property of SOCARES.

Date and Sign: _____



Rescuing Today. Changing Tomorrow.

Central Coast

Necessary Capabilities of SOCARES Central Coast Cattery Volunteer Role

There are several necessary capabilities required of cattery assistant volunteers at SOCARES. These physical, mental and emotional capabilities assist us to ensure the safety of our volunteers, animals, staff and public.

Physical capabilities:

- Quick reflexes and ability to use both hands simultaneously
- Ability to walk unaided on unpaved, uneven, rugged and sometimes slippery outside walkways and lawn areas
- Ability to bend, squat, reach and lift in order to clean cages/enclosures and pick up an animal
- Ability to lift up to 10kgs
- Ability to stand for significant periods of time
- Average vision to move safely within and outside of the shelter, to be able to observe animal body language without difficulty
- Ability to hear if animal is growling or making sounds indicating fear or pain
- Ability to communicate effectively both written and verbally
- Ability to manoeuvre well in tight spaces and react and move quickly in order to prevent cats from escaping
- Ability to handle and restrain animals of a small size with extreme caution and care
This requires average vision, hearing, steadiness of hands and body, quick reflexes, physical strength, and mental alertness
- Must not have strong allergies to cats that can't be managed by medication, or to chemical use in grooming or cleaning
- Ability to deal with strong and unpleasant odours
- Ability to cope with a very loud environment due to animal noises

Mental Capabilities:

- Ability to understand, remember and follow instructions and procedures
- High level reading, writing, spelling and communication
- High level of attention to detail
- Possess problem-solving capability
- Must be aware of potentially dangerous situations when working with the animals, must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgement and act appropriately in these situations

Emotional Capabilities:

- Ability to cope with unexpected animal behaviour without assistance
- Ability to cope with a highly emotionally charged environment

Level of supervision:

- Once trained, must be able to work with minimal supervision, yet must recognise limitations in knowledge and abilities, and ask for help when needed
- Should be able to work independently, as well as work within a team atmosphere with other volunteers or staff

Other:

- A fairly high level of experience and familiarity with cats and their behaviour is desirable
- Ability to adhere to strict confidentiality. As a volunteer you cannot share (whether verbal, in writing, on social media) information, photos regarding our animals/shelters/staff/volunteers without prior approval
- At all times you must conduct yourself in a respectful manner. Swearing and bad behaviour will not be tolerated

I _____ am able to meet all of these aforementioned essential capabilities, which are required of me to perform a cat volunteer role.

Date and Sign: _____