

## S N A P C a t s



Special Needs Are Precious

Dear Volunteer,

Welcome to SNAP Cats Volunteer Program! And thank you for wanting to volunteer your time and skills to the very important work in keeping our Special Needs cats healthy, happy and ready for adoption.

There are many components to a volunteer program. They include: recruitment; screening; orientation; placement; training; record keeping; evaluation; and recognition. Each component is designed to ensure that the best possible use is made of everyone's time and talents.

Training is a vital part of this process and consists either of structured sessions or on-the-job instruction. Cat care volunteers need to know basic cat-handling safety rules and preventative disease control procedures. All volunteers are expected to familiarize themselves with the policies and procedures pertaining to their area of work.

The second most important component of the volunteer program is placement. Volunteers must be placed in an area for which they have an avid interest and to which they are suited. We want your experience with us to be as rewarding as possible. The decision as to where a volunteer is placed is based on a thorough discussion between the volunteer and our Acting Director. This discussion may also involve the staff member responsible for the area in which the volunteer is interested in contributing. Changes can always be made as experience is gained.

The purpose of this manual is to provide volunteers with information regarding the organization and to deliver overall guidance to staff and volunteers engaged in volunteer involvement and volunteer management at SNAP Cats. SNAP Cats reserves the right to change any part of this manual at any time and will expect volunteers to continually adhere to any changed policy.

As you have questions, please feel free to ask the Acting Director, who will either be able to answer your question or direct you to the appropriate staff person.

To get the most out of your orientation session, please read through the manual prior to attending.

A big thank you from the cats and staff for your interest in volunteering at SNAP Cats!

Darryl Roberts  
Founder/Executive Director

## **SNAP Cats as an Organization:**

**Our History:** SNAP Cats was founded in December, 2012. It was incorporated in California on March 25, 2013. We received our 501(c)(3) non-profit status on June 8, 2013.

**Our Vision:** SNAP Cats is dedicated to the rescue and care of special needs cats.

**Our Mission:** Animal shelters, rescues and sanctuaries in Sonoma County are full. Innocent cats are being killed due to lack of space and/or funds. The first cats to be killed are special needs, elderly and feral cats, or cats who aren't deemed "adoptable." That's unacceptable.

There are no cat rescues or sanctuaries in Sonoma County specializing in special needs cats. SNAP Cats will have a specific focus for rescuing these cats, housing them, then finding them loving homes. We believe, if given a few more days or weeks or months, an older or special needs or feral cat can find the home that they deserve.

Therefore all cats at SNAP Cats, regardless of health, age or temperament, will be available for adoption or foster care. Those who cannot or are not adopted, due to age, illness or temperament, will be able to live out the remainder of their natural lives in a peaceful, healthy, serene environment, free from judgment or harm.

**Our Campus:** SNAP Cats is 1,900 square feet and includes 3 community cat rooms (including a small medical clinic), and 1 therapy room. We rescue an average of 55-60 special needs and senior cats a year, and adopt out the same amount per year. Specials needs includes but are not limited to: Blind, deaf, missing limb(s), all ataxia conditions (e.g. cerebellar hypoplasia), physical deformities, FIV+, FeLV+ and cats considered unadoptable by other shelters/rescue groups,

**SNAP Cats Legal Structure:** SNAP Cats operates as a 501(c)3 non-profit corporation. As a non-profit corporation, our sustainability and operational costs are funded primarily by private donations and grants. The Governing body of SNAP CATS is our Board of Directors. SNAP CATS is headed by the Executive Director, Darryl Roberts.

**Adoptions:** SNAP Cats will be driven to maximize quality adoptions. It will be impossible to permanently house all of the felines that SNAP Cats receives. So adoptions are the key, and all actions in this plan are designed to promote that philosophy. We will heavily screen potential adopters to make sure the adoption sticks (the cat won't be returned). For local (Sonoma County) adoptions, SNAP Cats will conduct on-premise inspections of potential adopter's homes to make sure it's appropriately suited for the adoption. For example, for a cerebellar hypoplasia (CH) cat, we will want to make sure there are not a lot of stairs to climb or situations where the cat can be injured from a fall, etc. In addition, SNAP Cats will offer "Free Healthcare Advise" (not treatment) for the life of the adopted cat via phone, email or in person. We want our adopters to understand that they're not only adopting a special cat, they're adopting the support of our special organization.

**Veterinary Services:** We offer excellent veterinary care to all SNAP Cats. We have a visiting veterinary program as well as partnerships with other local veterinary establishments and shelters that provide a strong and supportive network.

## **Community Outreach:**

### Feral/Community Cats

SNAP Cats strives to diminish the suffering in the animal community by offering a variety of outreach services to homeless cats. Working closely with Forgotten Felines of Sonoma County (FFSC), we will be dedicated to humane, non-lethal solutions, like TNR, to help control feral and community cat populations. Financial programs will be put into place to fund spay/neuter clinics at FFSC, provide medical and food assistance to feral colonies and/or homeless cats in need. We will also work closely with Animal Control to encourage non-lethal solutions for population control within the cat community. Cats need our help and the compassion of the community around them.

### Education

SNAP Cats aims to educate our community about special needs and feral/community cats. There are so many misperceptions about ferals, about FIV+ cats, and about FeLV+ cats. We will establish ourselves as a trusted source for information and education regarding all cat concerns. In addition to posting educational articles on our website, we will offer the community free seminars and Q&As on all topics, especially the aforementioned. Through education and demystification, SNAP Cats will open eyes and doors for our cat population.

### Medical Clinics

Working closely with local organizations, SNAP Cats will offer vaccination clinics, health-check clinics, and others for low-income members of our community. Organizations will include but are not limited to: local veterinarians, Compassion Without Borders, VIP Care, Forgotten Felines of Sonoma County, and the Sonoma Humane Society.

**Temperament Evaluations:** Staff Evaluators may perform temperament evaluations on our cats prior to placing them for adoption. This further helps ensure successful matches with interested applicants. These evaluations include the consideration of reported or exhibited behaviors that may affect the animal's ability to adapt to a new home. Behaviors which may reflect problems include, but are not limited to, aggression toward people and/or other animals, or reported biting. Each cat is evaluated individually, and we only recommend the adoption of healthy and temperamentally sound cats.

**Euthanasia:** It is important to understand that cats arrive at SNAP Cats for many different reasons and from many different situations. The vast majority of cats are either readily adoptable or will ultimately become adoptable, but for a variety of reasons, others may not be available for adoption.

SNAP Cats performs euthanasia on sick, critically injured, or temperamentally unsound animals in our care. SNAP Cats staff takes euthanasia very seriously. It is performed by an injection of sodium pentobarbital, which is an effective and humane euthanasia agent for cats. Euthanasia of cats is approached with the greatest care and respect.

Euthanasia is the most difficult aspect of our jobs. Failure to respect staff members who perform euthanasia will be considered a serious infraction and could result in termination of your volunteer status. Please direct any questions or concerns to the Acting Director for explanation.

**Disease Control:** The SNAP Cats cleaning and disinfection process is very important in the prevention of spreading infectious diseases that can be transmitted from animal to animal and also from animal to human. Careful and effective cleaning by well-trained staff and volunteers can help eliminate the spread of infectious diseases as well as support a campus that looks and smells clean for the public. Please note that germs are spread by human and animal traffic

throughout the campus by various means. There will be times when disease specific handling and cat housing arrangements will need to be made in order to effectively handle the situation. Volunteers are expected to abide by all posted signs on cat habitats as well as verbal protocol expressed by a staff member.

## **Volunteer Opportunities**

**Introduction:** SNAP Cats volunteer opportunities allow community members to donate their valuable time to better the lives of special needs cats in SNAP Cats' care. Volunteers play a crucial role in the success of our programs by offering their time and energy needed to accomplish specific goals and tasks that serve under the organization's mission and philosophy.

Volunteer positions range in skill level from basic to advanced, and there are various qualifications necessary for specific volunteer opportunities. With the variety of positions available, we believe that there is a way for every interested volunteer to contribute to the success of the organization. It is to be determined by the Acting Director if a desired volunteer position is suitable for the interested party.

Potential volunteers must first attend a Volunteer Orientation by appointment with the Acting Director. The potential volunteer's completed application will be reviewed at this time. During the orientation the potential volunteer will be given a copy of the volunteer manual, a tour of the campus with an overview of the organization and volunteer opportunities. This informational session is intended to help the volunteer decide if SNAP Cats is the right organization for the volunteer to engage his or her volunteer efforts.

Please note that the animal welfare industry is at times emotionally charged and may not be suitable for everyone.

## **Volunteer Jobs/Positions**

The following is a list of available Volunteer Jobs/Positions. (Please note that Volunteer Jobs/Positions are subject to change.)

**Cat Care Technician:** At SNAP Cats, you're more than just a "cat cuddler." You're a trainer, therapist and caregiver to cats that need more than just attention -- they need your love and commitment to help them overcome the difficulties they face everyday. If you're looking for a challenging yet very rewarding experience, SNAP Cats is your opportunity.

**Foster Care Family:** As a foster family you'll provide in-home care to SNAP Cats recovering from injuries/surgeries, cats in need of socializing (in a family environment outside of our campus), and possibly bottle feeding kittens who've lost their mother. Foster Care Families receive all animal care supplies for SNAP Cats and can determine the types of animals they are willing to care for.

**Campus Maintenance:** As a maintenance Volunteer you'll assist SNAP Cats staff in keeping our campus clean and organized for our cats and the public. You'll help by assisting with laundry, washing dishes, gardening, painting, organizing storage, general cleaning and various other tasks as needed. A clean environment is essential in keeping everyone happy and healthy.

**Animal Transportation:** Drop off and pick up SNAP Cats from local venues (vets, mobile adoptions, events, etc.), or longer distance transfers to/from other shelters, rescues and sanctuaries.

**Social Media:** Help our SNAP Cats get noticed/adopted. Photograph our cats to post on our website, AdoptAPet.com, Petfinder.com, SNAP Cats Newsletters, etc; update social media web

pages; advertise our animals via the Internet; and create flyers/posters to be placed around your community to publicize both our cats and campus.

**Office:** As an Office Volunteer you'll be responsible for answering phones, assisting the public, facilitating adoptions, and various other administrative tasks as needed.

**General:** If you just want to help out in any capacity, that's great, too. Whether it's in the office, in our cat rooms, helping to transport cats, or working on your computer, we'll always need and appreciate your help to take care of our wonderful cats.

## **Volunteer Policies and Procedures**

**Performance Guidelines:** This section represents a summary of the more important volunteer policies and guidelines. These guidelines and general rules provide structure to help foster a better environment while the volunteer relationship exists. SNAP Cats, however, retains the sole right in its business judgment to add, modify, suspend, interpret, or cancel in whole or in part at any time these guidelines, procedures, volunteer rules or benefits outlined below or in any other document. No oral statements or representations can in any way change or alter the below provisions. It is impossible for this section to be all-inclusive. If you have a question about a particular provision or about the guidelines of this organization regarding a situation not mentioned, please talk to the Acting Director.

**Training:** In order to maintain and enhance competence in assigned tasks, volunteers are required to attend all training sessions deemed applicable as scheduled before beginning volunteer work and to undertake continuing education when provided.

**Safety:** SNAP Cats takes safety very seriously. All volunteers should report any safety hazards to a staff member immediately. Please obey posted safety signs and do not enter Staff Only areas unless escorted by a staff member. Do not perform any duty that you do not feel comfortable with or have not been trained to perform. In addition, please report any unsafe conditions or practices to the Acting Director immediately.

**Accidents and Injuries:** Accidents or injuries occurring while volunteering must be reported to a staff member or the Acting Director immediately. It may be necessary to fill out an injury report. Cat bites must be reported to a supervisor immediately. State law requires SNAP Cats place the cat in confinement for ten days for rabies quarantine. Volunteers that have been bitten may want to consult their doctor for follow-up care (at their own expense). Failure to report a bite will result in termination of your volunteer status.

**Responsibility:** Volunteers are expected to handle cats kindly, with common sense and concern for both the cat's safety and their own safety. Appropriate, safe and humane methods of handling must be used at all times. If you notice a sick, distraught or injured cat, please notify a staff member or the Acting Director immediately. Volunteers are only allowed to interact with cats that are up for adoption.

**Attendance:** Although you are not being financially compensated for your service as a volunteer, you are expected to take the responsibility seriously and use the same attendance guidelines as you would for a paid position. It is imperative volunteers serve their scheduled shifts or if unable to make a scheduled shift notify the Acting Director as soon as possible if a shift will be missed. Volunteers are expected to notify the Acting Director if they wish to terminate their position or change their schedule.

**Schedule Changes:** If you need to make a change, please see the Acting Director. The Acting Director will help you work out a new schedule that is viable for both you and SNAP Cats.

**Log Records:** Volunteer records are very important to SNAP Cats. Our volunteer statistics reflect the degree to which SNAP Cats involves and interacts with the community. In addition, volunteer hours are recorded in order to track the amount of time and number of people needed to complete certain tasks and projects. Therefore, be certain to sign in at the beginning of each volunteer shift and sign out at the end of your shift using the volunteer sign-in sheet.

**Nametags:** Nametags are to be worn at all times so volunteers may be readily identified to the staff and public. Please notify the Acting Director immediately if your name tag is lost or destroyed.

**Smoking:** SNAP Cats is a smoke-free campus, therefore smoking is prohibited within twenty feet of the property line. Please be sure to dispose of cigarette butts and ashes properly.

**Drugs and Alcohol:** We are committed to a safe, healthy and productive volunteer environment free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs judgment, resulting in increased safety risks, injuries, and faulty decision making. Any violation of this policy will result in disciplinary action and termination.

**Personal Pets:** Unless approved by the Acting Director, personal pets are not allowed at SNAP Cats.

**Friends of Volunteers:** Unless authorized by the Acting Director, volunteers may not bring friends or family members along for their volunteer shifts. Anyone interested in volunteering is encouraged to attend a volunteer orientation.

**Personal Belongings:** Personal belongings should be kept on your person or in your car. SNAP Cats does not have secure areas available for volunteers' belongings and is not responsible for lost or stolen items.

**Dress Code:** As an ambassador of SNAP Cats, volunteers must present a professional image; therefore personal appearance, hygiene, and attire are important. Volunteers are encouraged to wear long pants and closed toed shoes. Clothing must be clean and in overall good condition with no controversial or offensive message imprinted on clothing. SNAP Cats can provide you with a scrubs top if you desire. These scrubs remain at SNAP Cats and are laundered daily.

**Restricted Areas of the Campus:** Volunteers are not allowed in any isolation areas, clinics, "Staff Only" areas, or otherwise noted or restricted areas.

**If You Leave Us:** Should circumstances require you to discontinue volunteering, please notify the Acting Director immediately.

**Representation:** Volunteers are ambassadors of SNAP Cats, therefore they are expected to represent SNAP Cats in a helpful, friendly and professional manner at all times. Public image is based on contact with staff as well as fellow volunteers, so it's important for volunteers to always represent SNAP Cats in a positive manner and promote the beliefs and practices of the organization. Negative and disparaging remarks about SNAP Cats or its staff from a volunteer to other volunteers or the public denote an ill fit between the volunteer and SNAP Cats and necessitate the volunteer parting ways with the organization.

**Media Contact Policy:** The public image of SNAP Cats in our community is strongly affected by our portrayal in the media. For that reason it is extremely important that the media receives accurate and appropriate information regarding our organization. At no time should a volunteer contact or address the media without consent and written permission of the Acting Director.

SNAP Cats strives to develop and maintain an open and constructive relationship with all media. To that end, SNAP Cats will: aspire to always be truthful and accurate in its communication with the media; not knowingly release information that is inaccurate or untrue; cooperate with the media to the extent appropriate and consistent with this policy; foster a positive working relationship with media representatives; respond to all media inquires promptly and thoroughly; and initiate proactive media relations when doing so may further the organization's mission and goals.

No other SNAP Cats employee or volunteer may correspond with or otherwise communicate with the media on behalf of SNAP Cats, identify themselves as a SNAP Cats' volunteer or employee when corresponding with or otherwise communicating with media (as doing so may give the impression that the person is speaking on behalf of SNAP Cats) or release information about SNAP Cats to the media without express written permission of the Acting Director. This policy includes reactive media relations (e.g., responding to reporters' requests) as well as proactive actions (e.g., writing letters to the editor). Violation of this policy may lead to disciplinary action deemed appropriate to the violation.

**Confidentiality:** As a volunteer at SNAP Cats you may have access to confidential information, which is not generally known to the public. Unauthorized disclosure of confidential information may seriously damage SNAP Cats, our clients and staff, and will result in the volunteer's termination.

**Volunteer Progressive Discipline:** Volunteer status may be terminated for cause where a volunteer performs at an unsatisfactory level, violates a policy or procedure or commits an act that is inappropriate. SNAP CATS may choose to exercise its discretion to remedy the problem rather than terminate the volunteer relationship. Such remedy may be by verbal warning, written warning, suspension or reassignment prior to termination. Although one or more of these steps may be taken in connection with a volunteer, no formal order or system is necessary. A volunteer may, of course, resign at any time.

**Volunteer Grievance Procedure:** A grievance may be a complaint relating to, but not limited to, work assignments, working conditions, operation policies, or volunteer relations, which is perceived to be unjust or injurious and a basis for complaint. SNAP CATS provides equitable treatment of all volunteers. The intent of this procedure is to resolve grievances in a timely manner as follows:

**First Step: Department Supervisor:** Volunteers are requested to discuss the problem or grievance with their immediate supervisor within 10 calendar days of the occurrence of the problem creating the grievance. The supervisor will investigate the matter and attempt to provide a solution or resolve the issue.

**Second Step: Acting Director:** If a resolution is not received in a timely manner, volunteers are to refer the grievance to the Acting Director. The Acting Director will promptly schedule a meeting to provide the opportunity for the volunteer to present the problem personally. The Acting Director will investigate the matter and provide the volunteer with either a verbal or written response to the grievance within three scheduled work days. The decision at this step is final and conclusive for all parties.

# Appendix A: Volunteer Job Descriptions

## Cat Care Technician

At SNAP Cats, you're more than just a "cat cuddler." You're a trainer, therapist and care giver to cats that need more than just attention -- they need your love and commitment to help them overcome the difficulties they face everyday. If you're looking for a challenging yet very rewarding experience, SNAP Cats is your opportunity.

**Job Summary:** To socialize, interact with, provide therapy for, and enrich the lives of our cats and kittens, therefore making them more adoptable and appealing to the public. Assist staff in cleaning and maintaining cat rooms and make sure everything is fresh and clean for our cats and for the public.

**Time Commitment:** two or more hours per week, six-month commitment (appreciated) - Scheduled.

**Supervisors:** Veterinary Technician and Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation and must be trained by a Supervisor.

**Age Requirements:** Must be at least 9 years old. (Volunteers between 9-15 years old must be accompanied by an adult at all times).

**Volunteer Hours:** Between 9am-4pm (Mon-Sat) & 10pm-3pm (Sun).

**Duties:**

1. Enrich, interact, socialize and (in some cases) provide physical therapy with the cats and kittens to provide them with the stimulation they need to feel more comfortable around people. This will also de-stress the cats and lead them to live a happier life while at the campus.
2. Groom the cats (brush, comb out mats, wipe, bathe, etc.).
3. Record information on each cat in their personal log book so that the next volunteer will know which cats have had attention, therapy or grooming.
4. Fill out an Observation Card when needed (i.e. missing ID collars, health problem, strange or problematic behavior).
5. Scoop litter (if necessary) and keep the cat rooms looking clean and neat for visitors.
6. Replace food and water in all areas.
7. Brush hair out of the cat play structures, replace cat beds and blankets, sweep, mop, and maintain the overall cleanliness of the cat area.



## Animal Transport Volunteer

Drop off and pick up SNAP Cats from local venues (vets, mobile adoptions, events, etc.), or longer distance transfers to/from other shelters, rescues and sanctuaries.

**Job Summary:** Drop-off and pick-up our animals at local vets for surgeries, vaccines and health checks or longer distance animal transfers to other shelters or rescues.

**Time Commitment:** Scheduled and on-call.

**Supervisor:** Acting Director.

**Qualifications:** Must attend the general Volunteer Orientation; must be trained by the Acting Director; must have a valid driver's license; and must have their own vehicle for transportation with insurance.

**Age Requirements:** 25 years or older.

**Volunteer Hours:** Based on need.

**Duties:**

1. Transport animals to local vets for surgeries, vaccines and health check ups.
2. Relay information from veterinarian offices to the shelter staff and vice versa.
3. Transport animals to and from other shelters and rescues.
4. Transport animals to and from SNAP Cat events.
5. Assist staff in prepping animals for transport including making sure cats have ID collars and loading/unloading carriers.

## Client Service/Office Volunteer

As a Client Service/Office Volunteer you'll be responsible for answering phones, assisting the public, facilitating adoptions, and various other administrative tasks as needed.

**Job Summary:** Assist the office staff with administrative tasks.

**Time Commitment:** Two or more hours per week, six-month commitment (appreciated) - Scheduled.

**Supervisor(s):** Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation, must be trained by the Acting Director, must be computer literate, must be out-going and willing to work with the public.

**Age Requirements:** Must be at least 18 years old.

**Volunteer Hours:** Set Schedule between 9am-5pm (Mon-Sat) & 12pm-3pm (Sun)  
(Mon-Sat) two shifts of four hours available.  
(Sun) one shift of three hours available.

**Duties:**

1. Answer phones and assist the public.
2. Facilitate Adoptions.
3. Sell tickets for SNAP Cat events.
4. Maintain Animal Records as well as various forms, handouts & other documents.
5. Various other administrative tasks as requested.

## Event Volunteer

Assist with the organization and running of SNAP Cats fundraisers and events.

**Job Summary:** Assist with the organization and running of SNAP Cats fundraisers and events.

**Time Commitment:** Scheduled and on-call.

**Supervisor:** Acting Director.

**Qualifications:** Must attend the Volunteer Orientation, must be trained by a Acting Director.

**Age Requirements:** Must be at least 18 years of age or older.

**Volunteer Hours:** Based on need.

**Duties will vary but may include:**

1. Handling cats at off-site locations.
2. Loading and unloading tables, chairs and supplies.
3. Set-up and take-down of booths.
4. Selling tickets and merchandise.
5. Assisting as an ambassador for the shelter.
6. Preparation of event materials.

## Foster / Fospice Care Volunteer

As a foster family you'll provide in-home care to SNAP Cats recovering from injuries/surgeries, cats in need of socializing (in a family environment outside of our campus), and possibly bottle feeding kittens who've lost their mother. Foster Care Families receive all animal care supplies from SNAP Cats and can determine the types of animals they are willing to care for.

**Job Summary:** Provide in-home care to shelter animals.

**Time Commitment:** On-call.

**Supervisor:** Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation, must be trained by Acting Director, must live reasonably close to the campus and must have prior cat care experience.

**Age Requirements:** Must be at least 18 years old.

**Volunteer Hours:** Based on need.

**Duties may include:**

1. Provide in-home care to SNAP Cats cats/kittens.
2. Socializing cats.
3. Bottle feeding new-born kittens.
4. Report to SNAP Cats if cat/kitten seems to be in bad health or showing strange behavior.
5. Periodically updating SNAP Cats on how the animal is doing.
6. Bringing cats to the shelter when they are due for vaccines, surgeries or to meet potential adopters.
7. Responding to emergency situations by calling SNAP Cats, transporting animals to our campus, veterinarian offices or emergency clinic.
8. Handling, treating and providing therapy to cats with special needs.
9. Following behavior and care guidelines mandated by the SNAP Cats staff.

## Social Media / Advertising Volunteer

Help our SNAP Cats get noticed/adopted. Photograph our cats to post on our website, AdoptAPet.com, Petfinder.com, SNAP Cats Newsletters, etc; update social media web pages; advertise our animals via the Internet; and create flyers/posters to be placed around your community to publicize both our cats and campus.

**Job Summary:** Photograph our cats, update our web and Facebook pages, advertise our cats via internet and create posters to be placed around town to publicize our cats and our campus.

**Time Commitment:** Minimum of two or more hours per week - six months commitment appreciated.

**Supervisor:** Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation, must be trained by the Acting Director, and must be computer literate.

**Age Requirements:** Must be at least 18 years or age or older.

**Volunteer Hours:** Continuous Assignments.

**Duties:**

1. Photograph each of our cats for use on our website, Facebook page, AdoptAPet.com, Petfinder.com, SNAP Cats Newsletters, eBlasts etc.
2. Help update our website and Facebook page by adding our cats and adding content.
3. Update affiliate websites such as adoptapet.com & petfinder.com.
4. Create posters to be posted around town advertising our cats for adoption.
5. Create posters advertising SNAP Cats events to the community.

## Shelter Maintenance Assistant

As a Shelter Maintenance Volunteer you'll assist SNAP Cats staff in keeping our campus clean and organized for our cats and the public. You'll help by assisting with laundry, washing dishes, gardening, painting, organizing storage, general cleaning and various other tasks as needed. A clean environment is essential in keeping everyone happy and healthy.

**Job Summary:** Assist the SNAP Cats staff with cleaning and other campus maintenance tasks.

**Time Commitment:** Minimum two hours per week or four hours every other week, six-month Commitment appreciated. Set Schedule.

**Supervisors:** Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation and must be trained by Acting Director.

**Age Requirements:** Must be at least 15 years of age or older.

**Volunteer Hours:** Between 9am-4:30pm (Mon-Sat) & 11pm-3pm (Sun)

**Duties may include:**

1. Help with laundry and dishwashing.
2. Help with cleaning cat rooms and cat cages.
3. Help with play yard cleanup - poop scoop, clean play areas, etc.
4. Sweep sidewalks and driveway areas.
5. Rake leaves, pull weeds and keep the front and yard areas looking tidy.
6. Wash windows.
7. Clean the office, bathrooms, clinic room.
8. Mop floors.
9. Keep storage and food areas neat, clean and organized.
10. Trim/prune plants as necessary.
11. Gardening.
12. Paint.
13. Assist in special building/maintenance tasks as assigned.

## Court Mandated Community Service

Assist SNAP Cat staff in keeping our campus clean and organized for the public and for our cats. Help by doing laundry, washing dishes, gardening, painting, organizing storage, general cleaning and various other tasks as needed.

**Job Summary:** Assist the shelter staff with cleaning and other building and grounds maintenance tasks.

**Time Commitment:** Based on number of hours required by court. Set Schedule.

**Supervisors:** Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation and must be trained by Acting Director. Court hours must be recorded daily and signed off by a staff member.

**Age Requirements:** Must be at least 15 years of age or older.

**Volunteer Hours:** Between 9am-4:30pm (Mon-Sat) & 11pm-3pm (Sun)

**Duties may include:**

1. Help with laundry and dishwashing.
2. Help with cleaning cat rooms and cat cages.
3. Help with play yard cleanup – poop scoop, clean play areas, etc.
4. Sweep sidewalks and driveway areas.
5. Rake leaves, pull weeds and keep the front and yard areas looking tidy.
6. Wash windows.
7. Clean the office, bathrooms and clinic.
8. Mop floors.
9. Keep storage areas and food areas neat, clean and organized.
10. Trim/prune plants as necessary.
11. Gardening.
12. Paint.
13. Assist in special building / maintenance tasks.

## Community Service Students/Senior Projects/Student Internships

Earn mandatory community service hours required by local Junior High, High Schools, Junior College, and Universities. Complete Senior Project requirements if applicable including animal welfare related research papers, digital media presentations, poster presentations etc. Apply and participate in available Internship opportunities.

**General Community Service Job Summary:** Assist the SNAP Cats staff with campus maintenance duties such as cleaning and other building and grounds maintenance tasks.

**Senior Project Job Summary:** Topics must be approved and relevant to the animal welfare industry. Projects must be reviewed before final submission to school to ensure information accuracy.

**Internship Job Summary:** Based on current Internship opportunities.

**Time Commitment:** Based on number of hours required by educational institution. Set Schedule.

**Supervisors:** Acting Director.

**Qualifications:** Must attend the Volunteer General Orientation and must be trained by Acting Director. Senior project topics must be approved. Internships require various document submissions.

**Age Requirements:** Must be at least 15 years of age or older.

**Volunteer Hours:** Between 9am-4:30pm (Mon-Sat) & 11pm-3pm (Sun).

**Duties may include:**

1. Help with laundry and dishwashing.
2. Help with cleaning cat rooms and cat cages.
3. Help with play yard cleanup – poop scoop, clean play areas, etc.
4. Sweep sidewalks and driveway areas.
5. Rake leaves, pull weeds and keep the front and yard areas looking tidy.
6. Wash windows.
7. Clean the office, bathrooms and clinic.
8. Mop floors.
9. Keep storage areas and food areas neat, clean and organized.
10. Trim/prune plants as necessary.
11. Gardening.
12. Paint.
13. Assist in special building / maintenance tasks.