

SAFE Haven for Cats

Weekend Cat Care Associate

Do you love cats? Are you experienced with handling cats, feeding them, and providing care to ensure their well-being? SAFE Haven for looking for a weekend cat care associate who can be devoted to up to 85 cats and kittens in our shelter. This is an ideal "gig" opportunity for an individual who is passionate about animal welfare.

Location: SAFE Haven for Cats, 8431-137 Garvey Drive, Raleigh, NC 27616

Part Time: Saturday & Sundays, approximately 16 to 18 hours per weekend

Salary: \$9.00-\$9.50 per hour

Available: Immediately

Reports to: the Cat Care Technician

Essential Duties and Responsibilities:

- Provide care for cats in a no-kill animal shelter including feeding, watering, and medicating cats and kittens.
- Wash litter and food pans; do laundry, sweep and mop floors; scoop litter boxes.
- Monitor condition of cats and implement precautionary measures in order to prevent disease transmission. Clean and disinfect enclosures and rooms in accordance with established practices.
- Maintain a professional, caring attitude about all the animals in the shelter; treat them all in the same manner.
- Oversee volunteers in cleaning and socializing the cats in the shelter with diplomacy and friendly authority.
- Maintain presence during open adoption hours to ensure safety of cats, volunteers, and visitors to the shelter.

Education

High School diploma or GED; some courses in animal science preferred by not required.

Experience

At least one year related professional animal experience required. Must love working with animals and enjoy working with volunteers. Previous volunteer supervision a plus.

Knowledge, Skills and Abilities Required:

- Safely feed, handle and medicate a wide variety of cats and kittens.

- Use best practices and techniques in the care and handling of animals.
- Must observe, assess, and document animal behavior.
- Maintain accurate records in shelter management software.
- Must communicate clearly and concisely, both orally and in writing.
- Organize work for timely completion.
- Respond calmly to work interruptions and get back on task to complete work.
- Recognize the need for assistance and ask for help.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Be able to remain calm in frustrating situations.
- Perform all duties independently and with little supervision.

Supplemental Information:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; and talk or hear. The employee is frequently required to reach with hands and arms and is required to stand; walk and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an animal shelter for cats only, which operates seven days a week. There will be exposure to dust, heat, cold, and temperature changes, occasional wet floors, and animal noises, dander, and odors.

The noise level in the work environment can be above average.

Other Information

- The mission of SAFE Haven for Cats is to use no-kill principles and education to save cats' lives through rescue, adoption, spay/neuter services and community programs.
- EOE – SAFE Haven for Cats and SAFE Care Feline Span/Neuter Clinic are equal opportunity employers – minority/female/veteran/disability
- This is a part-time, non-exempt position.
- Some evening and weekend work may be required (will be scheduled in advance).

