



## **Georgina Animal Shelter and Adoption Centre PetSmart Volunteer Job Description**

### **Position objective**

To identify and facilitation adoption opportunities and to provide animal care and enrichment to cats that are available for adoption at PetSmart locations in Newmarket and Aurora, Ontario. This opportunity is suitable for individuals who are looking for a long-term, rewarding experience in animal welfare. The position will primarily require volunteers to provide cat socialization, light cleaning, and communication with the public.

### **Responsibilities**

- Disinfecting cat cages, toys and dishes
- Sweeping, moping, changing garbage, and wiping down of cat communal area (if an adoption room is provided at the chosen location)
- Restocking and organizing of supplies
- Collecting dirty laundry and readying for transport back to the Shelter
- Daily feeding
- Daily medication administration if required
- Reviewing and completing daily pet observation checklists and reporting any concerns to the Shelter
- Cat enrichment and basic grooming (brushing)
- Adoption counselling with the public and regular communication with the Shelter
- Ensuring paperwork is organized and that applications are restocked and submitted for review

### **Qualifications:**

- A willingness to learn and comply with animal care and adoption program requirements as determined by the animal shelter.

- A background in working with the public/ animal husbandry and/or previous animal handling experience is desirable.

## Requirements

- Completion of the volunteer application
- Completion of the volunteer interview
- Completion of the animal shelter volunteer orientation and training (onsite at the Shelter)
- Completion of the PetSmart Volunteer Training Orientation (onsite at PetSmart)
- Completion of the Town of Georgina's volunteer onboarding training and associated documentation

Applicants must be over the age of 18, comfortable with cat handling, cleaning and interacting with the public. This position requires a time commitment from at least 1 hour per visit. Applicants must understand and comply with the Georgina Animal Shelter's disinfection, animal handling, and adoption protocols. The ideal candidate is a committed, reliable, team player that has passion for animal welfare, customer service and an eagerness to learn.

## Commitment

The amount of time is flexible based on the volunteer's schedule and the shifts available, but it is mandatory that the volunteer identifies and commits to a consistent schedule that they can work. Volunteers will also be required to spend time training at the Georgina Animal Shelter and their chosen PetSmart locations with Georgina Animal Shelter staff or designate.

## Supervision

Direct supervision is by shelter staff, the animal shelter supervisor or designate. The animal shelter can be reached at [animal-control@georgina.ca](mailto:animal-control@georgina.ca) or 905-476-3457

## How to Apply

Interested applicants will need to complete the application and email it directly to the animal shelter at [animal-control@georgina.ca](mailto:animal-control@georgina.ca)