

cat protection society

OF NSW



CAT PROTECTION SOCIETY **VOLUNTEER PROGRAM – Cattery.**

Thank you for your interest in volunteering at the
Cat Protection Society!

The cats and staff greatly appreciate the time that volunteers give to help out. It is only with your assistance that we can keep things running smoothly, making the cats' stay with us as stress free as possible.

We love having volunteers, but it is very important that you understand the way that we work before you start, that way your efforts will be going in the right direction and making a real difference. We ask that before you start volunteering, you consider the amount of free time you have and only make a commitment that you can reasonably keep. As you will need some basic training we only take volunteers who are willing to come on a regular or semi-regular basis. If you can't volunteer at least once a month, it is better that you reconsider volunteering until your schedule will permit you a few hours a week or fortnight.

Once you have decided on the approximate amount of time you would like to spend volunteering, please fill in and send the Volunteer Application form.

You can either post the form to **103 Enmore Road, Newtown, 2042;**

Fax to **9557 8052;** or email to andrea@catprotection.org.au

Please attention to the Volunteer Coordinator – Andrea Watkins.

Once we have received your form our Volunteer Coordinator will contact you during our next intake to arrange for an induction visit. This initial visit will involve a tour of our facilities and a general introduction to volunteering with us. A regular time slot will then be allocated, with the first three visits focused on training.

Volunteer shifts are available 7 days a week.

Mornings are from 10am to 1pm; afternoons are from 1pm to 4pm.

As we have a fairly small site we can only take a certain number of volunteers per shift. Volunteer intakes will take place every 3-4 weeks. Should the waiting list extend this period, a letter will notify you as to the waiting time expected.

Volunteering at CPS can be lots of fun, but there is also work to be done. Helping make a difference to the lives of the cats that live here involves helping out with things like cleaning cages, litters trays and bowls. We ask that our volunteers complete a minimum of one hour of cleaning before moving onto socialising and grooming the cats. This is a minimum requirement of ALL volunteers. If you don't want to get your hands dirty then this probably isn't the job for you!

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For legal reasons we ask that all volunteers provide their name, address and phone number, and that you sign in to our volunteer register showing the time that you arrive and the time that you finish.

We require that volunteers don't answer phones or give advice to customers at ANY time. Our staff are trained to offer careful, considered advice within specific guidelines laid down by our governing body. Incorrect advice could not only cause problems for the cats and their owners, but could cause legal problems for CPS.

The list below is a summary of simple rules that we expect you to observe whilst on our premises. This is for your safety and ours, and to ensure the smooth running of the cattery. While working at the Cat Protection Society, volunteers need to:

- Arrive on time
- Sign in/out of attendance book
- Turn up ready to work (suitably clothed, non-intoxicated etc)
- Advise CPS prior to your shift if you are unable to attend
- Never give advice to customers or answer the telephones
- Never feed the animals without prior permission from the staff
- Respect CPS property, staff and the animals in our care
- Adhere to the requests of the staff
- Have a current tetanus vaccination

As a volunteer, our staff will allocate suitable duties to you. We ask that volunteers perform a minimum of one hour of cleaning duties before socialising with the cats and kittens. These duties may include:

- Cleaning/disinfecting of litter trays, bowls, cages, traps, floors (minimum one hour)
- Socialisation of cats and kittens
- Assisting the Cattery staff with general animal husbandry

Volunteering is a serious and important occupation, but it is also a very rewarding way to spend your time. Committed, regular volunteers are a wonderful help to us and a great comfort to the cats that pass through here on the way to their new homes. If, after reading this, you feel that you have the time and commitment to help then please fill out our Volunteer Application form and send it into CPS. If you have any questions regarding volunteering with CPS please contact Andrea on 9519 7201, Monday to Friday, or via andrea@catprotection.org.au

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VOLUNTEER APPLICATION FORM - CATTERY

NAME: (Mr/Mrs/Ms/Miss) _____

ADDRESS: _____

SUBURB: _____ POSTCODE: _____

TELEPHONE: (H) _____ (M) _____

EMAIL: _____

Preferred method of contact:

Phone

Mail

Email

Times available: (please circle as many as apply)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Would you prefer shifts:

Weekly

Fortnightly

Monthly

Available to start: _____

Are you a member of CPS? _____

How did you find out about CPS? _____

Emergency contacts:

Name: _____ Relationship: _____

Ph: (1st) _____ (2nd) _____

Health:

Do you have any allergies? _____ YES / NO _____

If YES, please detail: _____

Do you have any medical concerns? _____ YES / NO _____

If YES, please detail: _____

Do you have a current tetanus vaccination? _____ YES / NO _____

If NO, would you be willing to obtain one? _____ YES / NO _____

Applicant signature: _____ **Date:** _____

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- All details will be kept strictly confidential.
- Please contact our Volunteer Coordinator if you wish to discuss any details.
- Volunteers must be over the age of 16 years.
- CPS advises that our cattery unfortunately does not have wheelchair access.

Thank you for your application

Post: 103 Enmore Rd, Newtown, 2042

Fax: 9557 8052

Email: andrea@catprotection.org.au