



Job Description: Adoption Counselor

Adoption Counselor Commitment:

Volunteers must be able commit to a minimum of 4 hours per month for a minimum of six months.

Supervision:

Report to and check in as necessary with the Adoption & Volunteer Coordinator.

Working Conditions:

All volunteer work will be performed at the PAWSBINK facilities. There is a potential for exposure to zoonotic diseases and cleaning chemicals, exposure to dangerous and fractious animals, and a potential for animal bites and scratches while handling animals.

Physical Activities:

Occasional lifting of up to 40 pounds; kneeling; squatting; bending; cleaning kennels (scrubbing and mopping); handling animals of all temperaments; animal restraint.

Training:

- Interview with the Adoption & Volunteer Coordinator
- Attend Adoption Counselor Training
- Attend continual on the job training provided by PAWSBINK staff and experienced volunteers

Dress Code:

PAWSBINK expects volunteers to maintain a neat, well-groomed appearance at all times. Remember cats CAN scratch and possibly bite so minimal bare skin is recommended. Volunteers working in the adoption centers are requested to wear closed, non-slip shoes for safety.

Adoption Counselor Volunteer Description of Duties:

- Meet-and-greet prospective adopters, welcoming them to the center in a courteous and professional manner.
- Interview prospective adopters including landlord checks, and provide education and matchmaking services.
- Provide advice and education to adoptive families to assist in smooth transitions.
- Provides care for stray, adoptable and owner-surrendered cats (kittens included). This includes feeding, spot-cleaning condos, disinfecting condos following adoptions and transfers, assessing basic feline health, and knowing when to inform supervisor of an animal's health status, or behavior

- Assists with Everyday Enrichment (distributing toys, beds, treats, etc.) for adoptable animals.
- Provides essential care to all animals with whom contact is made (cleaning up messes, refilling water, and providing clean bedding when needed)
- Clearly understands PAWSBINK cleaning protocols and applies our disinfectant process when cleaning dishes, litter boxes, laundry, crates and condos.
- Clearly understands the use of personal protective equipment (PPE) - why, when, and how it is used and the nature of fomite and disease transmission in a shelter environment.
- Supervise Feline Enrichment Team volunteers when PAWSBINK staff is not present.
- Maintain open lines of communication with supervisor, volunteers, and staff.
- Provide public education about PAWSBINK and its programs in the community. Assist the public with accessing PAWSBINK programs as appropriate.

Requirements:

- Must be at least 18 years-old
- Complete and submit Volunteer Application and Background Check form
- Interview / hands-on training with Adoption & Volunteer Coordinator

Job Description: Foster Home

Foster Home Commitment:

Volunteers must be able commit to a minimum of one foster care experience for a minimum of four months.

Supervision:

Report to and check in as necessary with the Animal Welfare Manager.

Working Conditions:

All volunteer work will be performed at the volunteer's home. There is a potential for exposure to zoonotic diseases and cleaning chemicals, exposure to dangerous and fractious animals, and a potential for animal bites and scratches while handling animals.

Physical Activities:

Occasional lifting of up to 40 pounds; kneeling; squatting; bending; cleaning kennels (scrubbing and mopping); handling animals of all temperaments; animal restraint

Training:

- Interview with the Animal Welfare Manager
- Foster home training and optional in-home or virtual visit
- Attend continual on the job training provided by PAWSBINK staff and experienced volunteers

Foster Home Description of Duties:

- Provides care for stray, adoptable and owner-surrendered cats (kittens included). This includes feeding, spot cleaning, disinfecting, medicating, assessing basic feline health, and knowing when to inform supervisor of an animal's health status, or behavior. PAWSBINK provides appropriate food and disinfection products.
- Provide everyday enrichment (distributing toys, beds, treats, etc.) for all animals.
- Provides essential care to all animals with whom contact is made (cleaning up messes, refilling water, and providing clean bedding when needed).
- Clearly understands PAWSBINK cleaning protocols and applies our detergent and disinfectant process when cleaning dishes, laundry, crates and cages.
- Clearly understands the use of personal protective equipment (PPE) - why, when, and how it is used and the nature of fomite and disease transmission in a shelter environment.
- Maintain open lines of communication with supervisor, volunteers, and staff.
- Transport foster animals to/from veterinary clinics, Kitsap Humane Society for spay/neuter and PAWSBINK facilities.
- Provide clean, safe indoor-only environment for foster cats and kittens.

Requirements:

- Must be at least 18 years-old
- Complete and submit Volunteer Application, Foster Application and Background Check form
- Interview / hands-on training with the Animal Welfare Manager
- Have space in home where foster animals can be separated from household pets (cages can be provided)
- Household pets must be healthy and current on vaccinations.
- Open to a home or virtual visit with a representative of the Animal Care Team.

Job Description: Feline Enrichment Team (FET)

FET Commitment:

Volunteers must be able commit to a minimum of four hours per month, for a minimum of six months.

Supervision:

Report to/check in with the Adoption & Volunteer Coordinator, or Adoption Counselors when manager is not available. On-site supervision is determined by PAWSBINK staff assessment.

Working Conditions:

All volunteer work will be performed at the PAWSBINK facilities. There is a potential for exposure to zoonotic diseases and cleaning chemicals, exposure to dangerous and fractious animals, and a potential for animal bites and scratches while handling animals.

Physical Activities:

Occasional lifting of up to 40 pounds; kneeling; squatting; bending; cleaning kennels (scrubbing and mopping); handling animals of all temperaments; animal restraint

Training:

- Interview with the Adoption & Volunteer Coordinator
- Attend Feline Enrichment Team Training
- Attend continual on the job training provided by PAWSBINK staff and experienced volunteers

FET Volunteer Description of Duties:

- Assists with everyday enrichment (distributing toys, beds, treats, etc.) and engages in play for adoptable animals
- Provides care for stray, adoptable and owner-surrendered cats (kittens included). This includes feeding, spot-cleaning condos, disinfecting condos following adoptions, assessing basic feline health, and knowing when to inform supervisor of an animal's health status behavior.
- Provides essential care to all animals with whom contact is made (cleaning up messes, refilling water, and providing clean bedding when needed).
- Clearly understands PAWSBINK cleaning protocols and applies our detergent and disinfectant process when cleaning dishes, laundry, crates and condos.
- Clearly understands the use of personal protective equipment (PPE) - why, when, and how it is used and the nature of fomite and disease transmission in a shelter environment
- Maintain open lines of communication with supervisor, other volunteers, and staff.

NOTE: Socialization FETs only engage in play and petting with the cats.

Requirements:

- Must be at least 16 years-old; if under 16 years, must be accompanied by a parent.
- Complete and submit Volunteer Application and Background Check form
- Interview / hands-on training with the Adoption & Volunteer Coordinator

Job Description: Pet Food Bank

Volunteer Commitment:

Volunteers must be able commit to a minimum of 4 hours per month for a minimum of six months.

Supervision:

Report to and check in as necessary with the Adoption & Volunteer Coordinator.

Working Conditions:

Volunteer work performed in the community at large and at PAWSBINK facilities. Some duties involve transporting donation in private vehicles.

Physical Activities:

Regular lifting of up to 40 pounds; kneeling; squatting; bending

Training:

- Interview with the Adoption & Volunteer Coordinator
- Attend Food Bank volunteer training
- Attend continual on the job training provided by PAWSBINK staff and experienced volunteers

Food Bank Volunteer Description of Duties:

- Collect stores of pet food from donation drop sites
- Repackage donated food - gallon bags of dog food, quart bags of cat food
- Distribute repackaged food equitably between local food banks
- Maintain open lines of communication with supervisor, volunteers, and staff.
- Provide public education about PAWSBINK and its programs in the community. Assist the public with accessing PAWSBINK programs as appropriate.

Requirements:

- Must be at least 18 years-old (16 bagging in facility)
- Complete and submit Volunteer Application and Background Check form
- Interview / hands-on training with the Adoption & Volunteer Coordinator
- Distribution volunteers must be able to show valid driver's license and provide own vehicle