

Volunteer Position Description

Position: Tango's Assistant

Department: Tango's Cat Boarding

Volunteer Program Coordinator	
Name:	Stella Molloy
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Location: 12 Kirkpatrick Street Weston ACT 2611

Hours: 11.00am – 1.00pm Monday - Saturday

About the Position

The role of Tango's assistant is critical for the wellbeing and happiness of cats and kittens being housed by their owners at the RSPCA ACT cat boarding facility. Tango's assistants help staff to ensure the living arrangements for cats are pleasant and sanitary and the cats receive suitable socialisation and enrichment during their stay at the facility.

Key Duties

- Cleaning enclosures and recreation areas
- Replenishing water, bedding and toys
- Socialisation and handling of cats and kittens
- Laundry tasks

Skills & Qualities

- Positive and upbeat attitude
- Willingness to take direction
- Attention to detail
- Experience with cats in either a personal or professional capacity

Benefits

- Interaction with cats and kittens
- Team engagement
- Participation in a worthwhile cause

Induction and training

- RSPCA Volunteer Induction
- Practical training module with a member of staff

Additional requirements

- Uniform Compliance
- Tetanus vaccinations up to date
- Working with Vulnerable People Registration
- Six-month commitment to volunteering with the RSPCA

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares for thousands of animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

Tango's Assistant – Task Analysis

The role of a Tango's assistant can require a degree of lifting, bending, squatting and reaching including within small spaces. Occupants must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Regularly	<ul style="list-style-type: none"> Animals Scratching posts Litter trays Disposing of garbage bags
	2. Lifting 10kg +	Irregularly	<ul style="list-style-type: none"> Lifting bags of animal food and/or litter
	3. Bending	Regularly	<ul style="list-style-type: none"> Bending in and out of animal enclosures to lift animals, litter trays and other items
	4. Squatting	Regularly	<ul style="list-style-type: none"> Squatting to lift items in and out of animal enclosures
	5. Reaching	Regularly	<ul style="list-style-type: none"> Reaching to lift items in and out of animal enclosures
	6. Push/pull	Irregularly	<ul style="list-style-type: none"> Pushing or pulling garbage cart
Work Environment	7. Works indoors	Regularly	
	8. Works outdoors	Irregularly	<ul style="list-style-type: none"> Exposure to weather (sun, cold and rain)
	9. Exposure to chemicals	Regularly	<ul style="list-style-type: none"> Pet Forte
	10. Exposure to biological hazards	Regularly Irregularly	<ul style="list-style-type: none"> Animal waste Zoonotic diseases
	11. Exposure to risk of animal scratches/bites	Regularly	<ul style="list-style-type: none"> Puncture wounds Scratches
	12. Requirement to wear personal protective equipment (PPE)	Regularly	<ul style="list-style-type: none"> Gloves Virkon mask
	13. Exposure to psychosocial risks	Irregularly	<ul style="list-style-type: none"> Euthanasia Sick or injured animals