

Volunteer Position Description

Position: Pet Adoption Centre Assistant

Department: Customer Service

Volunteers' Coordinator	
Name:	Rebecca Smith
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Location: 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

Hours: Two hour shifts, in the morning or afternoon.

About the Position

The role of Pet Adoption Assistant provides assistance to the Customer Service area of the shelter.

Key Duties

- Sorting and distributing donated items;
- Filing and administrative tasks;
- General cleaning of public and animal areas;
- Restocking shelves.

Skills & Qualities

- Positive and upbeat attitude;
- Willingness to take direction;
- Attention to Detail.

Benefits

- Participating in a worthwhile cause.

Induction and training

- RSPCA Volunteer Induction;
- On the job training.

Additional requirements

- Uniform Compliance;
- 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 4,000 companion and approx. 500 native 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.

Pet Adoption Centre Assistant – Task Analysis

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"> Lifting donated items such as pet food, beds and equipment.
	2. Lifting 10 – 20kgs	Irregularly	<ul style="list-style-type: none"> Lifting donated items such as pet food, beds and equipment.
	3. Pushing/pulling	Regularly	<ul style="list-style-type: none"> Pushing trolley with donated items around shelter
Work Environment	4. Works indoors	Regularly	<ul style="list-style-type: none"> Sorting items inside
	5. Works outdoors	Regularly	<ul style="list-style-type: none"> Delivering items around shelter/