

Volunteer Position Description

Position: Assistant

Department: Tangos

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

Hours: 9.00am – 10.30am or 2.30pm – 4.00pm daily

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 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 cages and recreational areas;
- Replenishing water, bedding and toys;
- Handling cats/kittens;
- Laundry Tasks.

Skills & Qualities

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

Benefits

- Interaction with the animals;
- Increased knowledge of animal behaviour and handling.

Induction and training

- RSPCA Volunteer Induction;
- On the job training 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 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.

Tangos 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 cages 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 cages
	5. Reaching	Regularly	<ul style="list-style-type: none"> Reaching to lift items in and out of animal cages
	6. Push/pull	Irregularly	<ul style="list-style-type: none"> Pushing or pulling garbage cart
Work Environment	7. Works indoors	Regularly	
	8. Exposure to chemicals	Regularly	<ul style="list-style-type: none"> Virkon
	9. Exposure to biological hazards	Irregularly	<ul style="list-style-type: none"> Zoonotic diseases
	10. Exposure to risk of animal scratches/bites	Regularly	<ul style="list-style-type: none">
	11. Exposure to psychosocial risks	Regularly	<ul style="list-style-type: none"> Euthanasia Sick or injured animals