



## Calgary Humane Society

### APPENDIX "B" – ROLE DESCRIPTION

## VOLUNTEER POSITION TITLE: LITTERMATE

### Impact

Littermate Volunteers support the Animal Care team in daily cat care by providing fresh food and water, scooping litter boxes, and spot-cleaning kennels. They prepare kennels for new occupants by disinfecting and setting up fresh bedding and supplies. Littermates also contribute to the cats' well-being by offering enrichment, affection, and socialization, which helps increase adoptability and reduce stress. By sharing these responsibilities, our volunteers enable us to care for more cats in need within our community.

### Commitment

Littermates are asked to commit to a minimum of six months of service with a weekly commitment of two to three hours. Morning shifts are daily, Monday to Sunday's, from 9:30am-12:30pm. Evening shifts are Monday to Friday's from 4:30-6:00pm and Saturday's and Sunday's from 2:30-4:30pm.

Shifts	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	9:30am-12:30pm	9:30am-12:30pm	9:30am-12:30pm	9:30am-12:30pm	9:30am-12:30pm	9:30am-12:30pm	9:30am-12:30pm
Afternoon/ Evening	FULL	FULL	FULL	FULL	FULL	FULL	FULL

### Responsibilities

- Working in a fast-paced environment with a large number of cats that are in shelter
- Maintaining clean and sanitary conditions in all areas where cats are housed
- Providing proper food amounts, water, bedding and clean litter boxes
- Completing daily monitoring and observation of cats for any health or behavior problems
- Provide positive interaction, affection, socialization and exercise for animals to help increase their adoptability and to decrease their stress levels as they wait for the new forever homes
- Cleaning duties as assigned
- Adhere to CHS safety and hygiene guidelines
- Adhere to all animal kennel signage



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### Training

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Training is mandatory and will be provided by CHS free of charge

- Group Training (REQUIRED)
- Buddy Shift (REQUIRED)
- Feline Body Language (REQUIRED)
- How Animals Learn (REQUIRED)

### Requirements

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- Must be 16 years or older
- Attend an interview
- Physically capable of lifting up to 50 lbs
- Ability to perform repetitive motions such as: sitting, reaching, lifting, squatting, bending and pulling
- Volunteers working in this role will be standing and walking for most of the shift
- Previous animal experience and knowledge is considered an asset
- Photo ID – all volunteers over the age of 18 must have two pieces of valid, government-issued identification. Please ensure you have these documents prior to submitting a volunteer application.
- Those over 18 must provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.
- Please note this role will include significant amount of cleaning and exposure to fecal/urine soaked linens
- Exposure and use of cleaning chemicals such as Oxivir

### How to Apply

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[CLICK HERE TO APPLY NOW!](#)

Closing date: Position will remain open until successful candidates have been placed  
Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization.  
Applicants will receive an update on application status with 3 – 4 weeks of applying.

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