



**ANIMAL WELFARE LEAGUE OF  
SOUTH AUSTRALIA INC**

**VOLUNTEER ROLE  
DESCRIPTION**

**Edinburgh North  
Feline Enrichment  
Officer**

**ROLE:** Edinburgh North Feline Enrichment Officer

**REPORTS TO:** Animal Care Coordinator and Edinburgh North Shelter Manager

**LOCATION:** Edinburgh North Animal Shelter

**SHIFT TIMES:** 9 am to 3 pm daily

### **Purpose**

The purpose of this role is to build the animals confidence by engaging in play therapy and provide opportunities for quality human companionship.

### **Volunteer duties and responsibilities**

#### **Duties**

The Edinburgh North Feline Enrichment Officer will work in the animal pens and be able to:

- Follow enrichment plans and record observations
- Provide animals with appropriate social interaction and toy play
- Maintain and prepare enrichment tools, e.g. make cat wands, fill Kongs, and enrichment boxes for appropriate animals
- Clean and disinfect enrichment equipment after use
- Assist with pen tidiness
- Maintain high standards of hygiene and infection control at all times

## Work Health and Safety

All workers have a legal obligation to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public
- Use equipment provided to protect health and safety
- Follow reasonable instructions given on health and safety
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others
- Report accidents, injuries, property damage and health and safety incidents
- Participate in activities associated with the management of workplace health and safety
- Wear AWL polo shirt
- Wear sturdy trousers e.g. jeans or work pants. ***Track pants, leggings and shorts are not acceptable.***
- Wear enclosed shoes
- Wear AWL name badge

## Skills, abilities and experience required (or desirable) for role

We are looking for a volunteer with the following skills, abilities and experience to fill this volunteer role:

- Strong interest in working with animals
- High level of commitment and reliability
- Ability and willingness to attend appropriate training as required
- Excellent communication skills
- Ability to work effectively as part of a team
- Proven reliability and punctuality
- A positive, can do attitude
- Animal handling skills
- Able to work with minimal supervision but also able to follow direction and work in a small team

## Minimum Personal and Work Skill Requirements

Ability to -

- Follow direction
- Adhere to AWL's training and animal handling philosophies
- Be aware of surroundings and act appropriately
- Read and understand all signage on site
- Work in confined spaces for extended periods of time
- Observe, understand and be able to act appropriately to dog and cat body language

## Physical Effort/dexterity required

The performance of this role requires frequently standing for long periods of time, twisting, bending, crouching, reaching, reaching overhead, pushing a pulling lifting and kneeling.

## Work Environment

The volunteer's environment is typically in the animal shelter. The volunteer will work under the following disagreeable conditions: odours, dirty environment.

## Background checks

Animal Welfare League is committed to recruiting dedicated, professional volunteers who have the skills and experience appropriate for this role.

For this reason, should you be interested in this role, we will need to collect the following information prior to you commencing in the role –

• Photo ID	• Drivers Licence
• Resume detailing your experience	• National Police Clearance Certificate
• Personal references	Other: <ul style="list-style-type: none"><li>• AWL's Volunteer Agreement</li><li>• Signed Confidentiality Agreement</li><li>• Signed Code of Conduct</li></ul>

Satisfactory National Police Clearance Certificate is required at commencement and periodically renewed at the request of the AWL.

If you have any questions about these background checks, please do not hesitate to contact AWL's People, Culture & Safety Coordinator. Please note that we treat all information as sensitive and handle it in accordance with privacy laws.

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I have read the requirements and responsibilities outlined in this role description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_