



Board of County Commissioners  
Department of Community Services  
Division of Community & Recreational Programs  
**Animal Services Section**  
**4030 Airport Road --- Inverness, Florida 34450**  
**Phone: (352) 746-8400 --- Fax: (352) 726-4120 [www.citruscritters.com](http://www.citruscritters.com)**

VOLUNTEER JOB DESCRIPTION

**TITLE:** Cat Cuddler

**OBJECTIVE:** Ensure the best care and attention is given to all cats to facilitate their adoption.

**LOCATION:** Cat Kennels, Meet Your Match room, Garage

**TIME COMMITMENT:** Tuesday through Saturday, 10 a.m. to 4 p.m., Sunday and Monday 10-2

**AGE REQUIREMENT:** 18 years old

**REPORTS TO:** Volunteer Coordinator; cat kennel staff

**DRESS CODE:** Volunteer t-shirt, name tag, closed toe shoes

**RESPONSIBILITIES:**

- Assist with socialization of cats at the shelter.
- Remove and return cats to the correct kennel.
- Monitor customer interactions with cats
- Assist staff with enforcement of policies including sanitizing in between touching animals.
- Assist with cleaning cat kennels, as needed.
- Assist customers with adoption questions and facilitate adoptions
- Refill food and water dishes, scoop litter boxes as needed
- Advise staff of issues observed with health and behavior of cats
- Escort customers looking for lost cats to the garage area.

**QUALIFICATIONS:**

- Attend a volunteer orientation session
- Be comfortable around and handling cats of all sizes and temperaments
- Training completed by shelter staff and/or a veteran volunteer on proper procedures in the cat adoption areas
- Shadow shelter staff or veteran volunteer for two visits before working on your own
- Basic knowledge of cat care and feeding