



**Title:** Cat Socializer

**Department:** Community Engagement

**Reports to:** Director of Community Engagement & Volunteer Manager

**Updated on:** 4/5/16

**Status:** Unpaid Volunteer

**Hours:** TBD

**Brief Description:**

This position works directly with the cats providing them consistent touch and basic needs fulfillment. This volunteer role is also responsible for keeping a clean and healthy environment in the cat colony.

**Responsibilities:**

- Meet Mission & Vision of Tulsa SPCA.
- Comply with all Tulsa SPCA policies and procedures, including a high standard of dependability for promptness and attendance.
- Provide each guest with the best possible customer service.
- Provide mental and emotional stimulation.
- To assist in maintaining a healthy environment by reducing stress and disease.
- Provide feedback on the health and welfare of the cats.
- Overall – Increase the adoptability, health, and welfare of cats at the Tulsa SPCA.

**Qualifications:**

- Cat 101
- Must exhibit strong interpersonal and customer service skills; along with excellent verbal and written communication skills.
- Must exhibit strong skills of attention to detail, and task orientation.
- Flexible and adaptable to fast paced environments, and stressful situations.
- Multi-task and self-starter, ability to learn quickly.
- Must remain professional, calm, polite, friendly and empathic at all times; even during stressful situations.

**Working Environment:**

- Exposure to odors, wet, humid, and dusty conditions, and airborne particles, fur, hair, animal waste, and various cleaning chemicals and supplies.
- May be exposed to sick, injured, and vicious animals.
- Ability to bend, walk, reach, push, pull, and sit for extended periods of time. Ability to hear, talk, and use hand dexterity, specific vision abilities required to include close vision and ability to adjust focus.
- May use various cleaning supplies.

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