

Volunteer Position Description

Position: Animal Transfer Assistant

Department: Animal Care

Volunteer Program Coordinator	
Name:	Stella Molloy
Phone:	6287 8100
Email:	volunteers@rspca-act.org.au

Location: 12 Kirkpatrick Street, Weston ACT 2611

Hours: Opportunities Monday – Wednesday 6.30am – 10.30am

You are not required to volunteer for all shifts this is the span of hours that the role is being performed. Applicants are able to nominate their preferred day when applying.

About the Position

The role of an animal transfer assistant is to assist the animal care team with a diverse range of transportation needs. This will include assisting with monitoring and retrieval of unowned and unsocialised animals. At times some of the animals you may interact with could be challenging due to size as well as behaviour.

In this role, you will always be with a member of our animal care team. Given the unknown demand for this service, ideally if you were not required for transportation you may be able to assist the animal care team with day to day husbandry tasks, enrichment and socialisation programs, and other related ad hoc tasks.

Key Duties

- Assisting the animal care team in collection and transportation of stray, homeless and unowned animals
- Assisting the animal care team with emergency animal boarding, this may include trips to different areas to complete the transit
- Assisting the animal care team in collection and return for our more vulnerable customers without means of transport to have veterinary care for their animals

Skills & Qualities

- Courteous and considerate driver with current driver's licence
- Good communication skills and ability to interact in some challenging scenarios
- Ability to deal constructively with stressful situations
- Ability to remain calm in confronting situations
- Ability to be compassionate when required
- Experience with animal handling

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 thousands of 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.

Benefits

- Team engagement
- Ability to make a difference
- Participation in a worthwhile cause
- Improved animal handling skills
- Providing assistance to vulnerable people in a time of need

Induction and training

- RSPCA Volunteer Induction
- Practical training module with a member of staff
- Hands on training whilst in the role

Additional requirements

- Uniform compliance
- Working with Vulnerable People Registration
- Six-month commitment to volunteering with the RSPCA
- Clear driving record with current drivers' licence

How to apply

- Submit an expression of interest for why you should be considered for the role
- Outline your availability as well as time preference
- Correspondence to be sent to volunteers@rspca-act.org.au

Animal Transfer Assistant – Task Analysis

The role of an animal transfer assistant can at times be physically demanding requiring a high degree of lifting, bending, squatting and reaching, including within small spaces.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Regularly	<ul style="list-style-type: none"> Animal traps Animals Carriers Disposing of garbage bags
	2. Lifting 10kg +	Irregularly	<ul style="list-style-type: none"> Animals ?
	3. Bending	Regularly	<ul style="list-style-type: none"> Setting and collection of traps
	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	? Regularly	<ul style="list-style-type: none"> Pushing or pulling traps and carriers into vehicles
Work Environment	7. Works indoors	Regularly	
	8. Works outdoors	Regularly	<ul style="list-style-type: none"> Exposure to weather (sun, cold and rain) Animals
	9. Exposure to chemicals	Regularly	<ul style="list-style-type: none"> Virkon
	10. Exposure to biological hazards	Irregularly	<ul style="list-style-type: none"> Zoonotic diseases
	11. Exposure to risk of animal scratches/bites	Regularly	
	12. Requirement to wear personal protective equipment (PPE)	Regularly	<ul style="list-style-type: none"> Gloves Virkon mask
	13. Exposure to psychosocial risks	Regularly	<ul style="list-style-type: none"> Euthanasia Sick or injured animals
	14. Motor vehicle	Regularly	<ul style="list-style-type: none"> Driving