Rabbit Runaway Orphanage Inc

ABN 42 975 123 153

19 Stanley St

Olinda, Vic 3788

Ph: 9751 1229

Web: www.rabbitrunaway.org.au

Position Description

**SHELTER ATTENDANT VOLUNTEER**

**Organisational Context**

Rabbit Run-Away Orphanage is a non-profit organisation and operates as an incorporated association. It is a public charity, run by a volunteer committee under Australian Law, with membership and a small dedicated group of volunteers. The Orphanage receives no government funding and is reliant on donations to prepare the rabbits for rehoming. It is an entity that belongs to all people that care about the welfare of pet rabbits.

An opportunity currently exists for suitable applicants to join us as **shelter attendant volunteer.**

**Primary Responsibility**

The **Shelter Attendant Volunteer** role is to for maintain the overall cleanliness of the Orphanage, the work areas and the bonding spaces to a clean, hygienic condition for disease control. Follow instructions diligently in order to maintain the health of the rabbits.

Key Roles:

* Cleaning rabbit enclosures thoroughly to set standards
* Cleaning and refilling hay trays, water bowls
* Wash, dry and fold hutch mats and bedding
* Put away all bedding and cleaning equipment
* Sweeping and tidying up the external and bonding areas
* Washing the bunny dishes
* Removing used hay and wash and sterilising hay trays
* Daily welfare check of the animals during clean

PLEASE NOTE: This is a voluntary position and it is essential that the successful applicants commit to regular weekly or fortnightly shifts

**Hours:** Regular Volunteers: 8.30am–12.30pm or until finished;

Early Risers from 7am

Work Placement Students: 9am on your first day.

New Volunteers: 9am on your first day

**Key Selection Criteria:**

* Must be timely, reliable and committed to the welfare of the animals
* Attention to detail and able to produce a consistent high standard of work
* Ability to follow instructions diligently and prioritise tasks
* Empathize and communicate effectively with other volunteers
* Demonstrated ability to work as part of a cohesive team, as well as the ability to work well independently
* Be comfortable with bending and lifting (minimal weight involved)
* A keen interest and willingness to learn about rabbit welfare and well-being

*Please forward all applications via email to* *volunteer@rabbitrunaway.org.au* *or post to Rabbit Runaway Orphanage Inc, 19 Stanley St, Olinda, Vic 3788*