



Volunteer Role Description - Hubber

We are a **no kill** cat rescue based in Dublin's north inner city. Our mission is to help homeless, stray and feral cats and kittens through our Trap-Neuter-Return (TNR), rescue, fostering and rehoming programmes in conjunction with our educational and advocacy work.

We are hoping to recruit a special volunteer to help run our Hub on Saturdays. ***Please note: we do not keep any cats or kittens in our Hub.***

Volunteer Role:	Hubber
Minimum commitment:	1 shift (11am-2pm on Saturday) per month for 6 months.
Place of work:	The Hub, 13 Dalymount Lane, Phibsboro, Dublin 7
Full training provided:	Yes
Expenses covered:	Yes

Role

- 🐾 Represent PCR and act as initial contact when a visitor/supporter/potential volunteer comes to our Hub
- 🐾 Discuss all aspects of PCR's TNR, rescue, fostering, and rehoming work with visitors to our Hub
- 🐾 Discuss PCR's fundraising and future events with relevant visitors, as required
- 🐾 Advise visitors on various aspects of cat welfare, in accordance with PCR's policies and procedures
- 🐾 Accept donations, both cash and items (eg cat beds, cat food, etc.), on behalf of PCR
- 🐾 Maintain inventory of items belonging to PCR and location of said items (eg which fosterer has which cat crate, etc.)
- 🐾 Keep Hub clean, tidy and welcoming for visitors and fellow volunteers
- 🐾 Any reasonable ad hoc duties to help support the function of our Hub

Desired Experience

- 🐾 Receptionist experience is welcomed but not essential
- 🐾 Fluent verbal English
- 🐾 Good written English
- 🐾 Computer literate (training will be provided)

Desired Personal Qualities

- 🐾 Love of cats
- 🐾 Friendly and personable
- 🐾 Reliable, hardworking and organised
- 🐾 Able to take own initiative whilst still being a good team player

We welcome diversity and encourage applications from potential volunteers of any age (18 years or older), gender, ethnicity, religion, and sexual orientation. This role would be suitable for anyone with a moderate physical disability.

info@PhibsboroCatRescue.ie or find us on Facebook
Registered Charity No 20105297