

Volunteer Role Description

Role Title:

Meet and Greet volunteer

How you can make a difference:

As a Meet and Greet volunteer you will play an important role in supporting Cats Protection's new Gildersome Homing Centre in homing more cats and kittens.

By providing a friendly, professional and warm welcome to all visitors, you will play an important role in helping more cats and kittens find their forever loving homes.

What the role involves:

- Provide a professional, warm welcome to all centre visitors
- Respond to enquiries from members of the public via face to face, telephone and email
- Work as part of the team, alongside centre staff and volunteers
- Provide administration support as and when required
- Arrange appointments for cats to be collected and brought in to the centre

Skills and experience required or could be developed:

- Good communication skills
- Good administrative and organisational skills
- Good IT skills, including databases
- Ability to talk to people from different backgrounds
- Friendly, calm and empathetic

Expected time commitment:

The hours are flexible with some weekends being a possibility.

How we will support you:

- Your contact for this role: Diane Mulcahy and the homing centre team, will provide you with day to day support, guidance and direction and will work together to ensure that you have a positive, enjoyable volunteering experience.

What you can gain from volunteering with Cats Protection:

- The opportunity to make a real difference to cats and kittens across the UK.
- The opportunity to develop new and existing skills.
- The opportunity to meet new people and work as part of a dedicated team.
- To gain experience working as an important member of the team in the UK's leading feline welfare charity.

"No matter how much, or how little time you have to give, your efforts WILL make a difference." - Bobby McGaffney, South Ayrshire branch.