



New Volunteer Orientation: Welcome to King Street Cats

Background and Mission

We are proud to be the only all-volunteer, cat-exclusive rescue facility in Alexandria, VA. We have been in operation since 2003 and were previously known as the Albert Foundation located on King Street in Old Town. We moved to our expanded facility on South Dove Street in 2009. We rely solely on private funding and receive no funds from the city or local government.

Our mission is to find forever homes for the cats and kittens in our care, and to educate and assist the community in regard to cat welfare. We accomplish this through outreach to the local community and by providing information on proper cat care, behavioral problems, and general medical issues involving cats. We specialize in senior and special-needs cats and kittens, providing them with a safe and secure temporary home until a permanent, loving home is found.

We promote spaying and neutering and all our cats are sterilized and fully up-to-date on shots prior to adoption. We also provide post-adoption support. Because we specialize in the area of cat welfare—we know cats!

Please check our website at: www.kingstreet.cats.org, [Facebook](#), [Instagram](#), and [Twitter](#) for the latest information on adoptions, fundraising events, and adorable cat photos.

For further information email: contact@kingstreetcats.org

Volunteering at King Street Cats

We are an all-volunteer organization with **no paid staff** and it takes each and every one of us to keep KSC up and running. We thank you for volunteering to be part of the team. But there are a couple of things to consider before joining an all-volunteer rescue:

- **Given the time it takes for volunteers to come in and train new recruits, we do ask that you commit to a minimum of 4 hours a month for a minimum of 6 months before undertaking the training program**
- **Our cats count on you: If you don't turn up for a shift without prior notice there is no one "on staff" to do the job for you. The cats will go unfed and unmedicated**

We are currently in need of caregivers and adoption counselors. We also need help with fundraising, general admin tasks, and vet taxis.

Depending on what you sign up for at the orientation, we will pass your information on to the POC who will contact you about training and can answer any specific questions you might have. We do have volunteers who are both caregivers and adoption counselors but we advise you to start with one and see if you have the time to commit before signing up for another volunteer duty.

Please keep up-to-date with what is happening at KSC via our social media, especially Facebook. You will also receive a quarterly newsletter to keep you informed about what's happening inside and outside the catroom.

Volunteer Duties are outlined below:

Caregivers: clean/feed/medicate/socialize our cats on an AM or PM shift (AM=8am-12noon; PM depends on your work schedule but a 2-hour commitment). We do not have mid-day/afternoon shifts.

- Involves a caregiver training program of 4-5 shifts (we will work with your schedule to get you on the training program)
- Must be available to train on a Saturday morning (or mid-week morning)
- This is a **physically demanding** task: must be able to lift 40 pounds, climb ladders, get up/down from a seated position, don't mind getting your hands dirty! Experience handling cats is a requirement
- **Commitment:** once trained, a minimum of one AM shift and two PM shifts per month. You are very welcome to sign up for more!

Adoption Counselors: Host Kitty Meet and Greets at Dove Street on Saturday or Sunday from 1pm-5pm.

- Involves a one-hour adoption counselor training session outlining our adoption policies (Timing TBD)
- On-the-job training with fellow counselors until you “graduate”
- **Commitment:** once trained, a minimum of one shift a month

Other Duties:

Vet Taxi: Need people to pick-up/drop off cats at Ft Hunt and Hayfield Animal Hospitals; need a flexible schedule.

Admin: Work from home and help us by writing thank you cards, mailing out correspondence, etc. We will provide the supplies but you need a computer.

Fundraising/Marketing: If you are experienced in fundraising/marketing/social media and willing to help, please let us know 😊

Volunteers Aged 18 and under

We ask that volunteers aged 18 and under attend our Family Days, which are usually held on the 3rd Sunday of the month from noon-1pm. Anyone under 18 must be accompanied by an adult at all times. Check our website Events page for details.

Please note: For those looking to fulfill school community/project hours, please attend Family Day. We are unable to accommodate students looking for work experience and/or multiple hours as our volunteers are not able to supervise the fulfillment of those requirements. Please contact your local animal shelter’s youth program director who can help you.

What Volunteers Need to Know

To ensure the safety and security of our volunteers and cats, the following guidelines must be followed at all times.

Security:

- The cat room is open between 6:00 am and 9:00 pm. No one is allowed to enter outside those hours unless it is an emergency and a Board member is notified ahead of time. **This is required under our city permit.**

- **Please do not let in or leave non-KSC volunteers unattended in the cat room unless they are there by appointment.** Do not hesitate to call the local police to report any suspicious people/behavior: **703-838-4444.**
- Volunteers will be provided the security code to the front door. **The security code must not be given out to anyone else.**
- The last person in the cat room at night must turn off all lights before leaving to help enhance security. Make sure the outer door is closed firmly behind you.
- The **2nd door inside the foyer must remain closed** at all times. This will prevent cats escaping into the parking lot. The back door must always remain closed.
- Emergency contact numbers are posted by the front door. We suggest you plug them into your cell phone.
- We do not have a landline. **One volunteer on each shift should have their cell phone on and check it occasionally** in case another volunteer is trying to reach the cat room in an emergency.

Cat Safety:

- When entering/exiting the cat room, **please make sure one door is closed behind you before opening the next door.** As we all know kitties are faster than us, this will make sure they are stopped before escaping into the parking lot.
- We know it is tempting but please **do not let cats out of cages** – they are in there for a reason. If you put a cat in a cage for any reason please fill out a cage/medical sheet (even for non-medical reasons) and attach it to the clipboard on the outside of the cage. Otherwise, volunteers coming in after you will question why the cat is caged, causing communication problems. If you feel a cat should be let out of a cage, please email: contact@kingstreetcats.org
- Please do not let cats go back and forth between the two rooms. The Isolation Room is for sick cats and new arrivals in quarantine. To reduce the risk of infection spreading into the main room, it is very important that cats do not co-mingle.
- **If you go into the Isolation Room please put on a gown and gloves before you touch any of the cats and change gloves between cages. Dispose of this clothing before you re-enter the main room. This is to reduce the risk of infection.**

Cat Room:

- Please read the white boards for updates on the cats, medications, etc.
- Please take some time to familiarize yourself with the two rooms and especially the storage and supply closets. You will find all the cleaning, food, litter, bedding, toys, grooming tools, medical supplies, cat carriers, and other items in the room.

- If you have any questions about the room and/or supplies please email: contact@kingstreetcats.org
- Trash must be removed twice a day and placed outside in the dumpster. Trash bags must be secured before being placed in the trash container outside the building. Recycling containers are also outside near the dumpster. A small recycling container is in the kitchen area for cans and bottles.
- Even if you are not an AM/PM feeder but you are in the cat room and a litter box smells or the trash can smells please help us keep the odor down by scooping the litter box, taking out the trash, and replacing the trash bags. **This is required under our city permit and lease.**
- We cannot do any cleaning of items outside of the room in the parking lot. **This is required under our city permit and lease.**
- We cannot create any loud noise (please keep the radio to a low volume at all times). **This is required under our city permit and lease.**
- Deliveries can occur so long as we have people available to take delivery of the items.

Please Note:

- The cat room is open to the public during **Adoption Hours between 1:30 pm and 4:30 pm on Saturday and Sunday**, and by appointment on **Saturday mornings from 11am-1pm.**_____
- If you would like to socialize with the cats please do so **outside of adoption hours** so the counselors and prospective adopters have uninterrupted time with the cats. Socialization hours are posted in the room.
- We have 2 parking spaces assigned to us during weekdays (spaces 5 and 6). All other weekday visitors must park outside of the parking lot. On weekdays, please do not park in other tenant's spaces if they are empty. It is OK to park in any lot space on the weekend.
- The city will review our permit every year and can revoke our permit if we violate these rules. If there is even one complaint against us, we could lose our city permit and be removed from this location (while still having to pay rent under the lease).

- KSC policies and procedures are subject to change. Please be patient and pay attention to future emails regarding new and revised policies and procedures.

Last But Not Least

We are very excited to welcome you to our team! KSC cannot continue to operate without the hard work and dedication of all its volunteers. We know this is a lot of information to digest in one go -- so please take your time to look it over and feel free to email KSC with any general questions. Once you have signed up for your volunteer duties, you can also ask your point-of-contact if you have specific questions regarding that particular volunteer activity.

Finally, as we mentioned, we are an all-volunteer organization with no full-time staff. Please be patient with each other – if you don't hear back immediately or a volunteer assigned to a task has failed to do something properly, please remember they might be busy with work, family, or other obligations. Some of our volunteers are “animal people” rather than “people people” so please do not take things personally; we are all doing our bit for the cats. Also, if you see something in the cat room that might have been missed or not done, please ask yourself if it is something you can do yourself rather than leaving it for someone else to do 😊