



Alley Cat Advocates

Job Description

Position Title: Community Cat Trapper

Reports to: Operations Director

Location: Community Cat Complex/Field

FLSA Status: Non-Exempt, Full-Time

Position Available: Immediately

Salary: Starting at \$17.00/hr

Work Days/Times: 38-40 hours/week, Monday through Friday with occasional evening and weekend shifts

Alley Cat Advocates' Mission: To provide for the humane treatment of unowned cats in our region by directing a Trap-Neuter-Return program in the safest, most efficient and cost effective way possible.

Position Summary: Support Alley Cat Advocates' mission and operations by trapping community cats, directing volunteers trapping community cats, providing guidance and care for caretakers doing their own trapping, and managing calls from citizens inquiring about services and resources. Assist the Operations Director in enhancing the Alley Cat Advocates' trapping services. Must be able to exercise tact and exhibit professional behaviors.

Essential Duties:

1. Field Work (50%)

- Facilitate the trapping and transport of community cats for Jefferson County caretakers
- Support training efforts for trapping done by Alley Cat Advocates' volunteers
- Assist in scheduling trapping appointments in Jefferson County
- Coordinate trap retrieval from caretakers (when applicable)
- Provide advice and support regarding colony management to caretakers before, during, and after the trapping process including referring caretakers to community resources for other companion animal needs
- Provide onsite support in neighborhoods where citizens are requesting community cat management assistance
- Provide cat deterrent resources to community members
- Assess cat medical issues or emergencies and respond with appropriate level of care
- Professionally promote Alley Cat Advocates' mission
- Document the outcomes of field work (onsite visits, deterrent installations, and scheduled trapping) according to protocol

2. Office Work (48%)

- Provide efficient and timely responses to citizen requests for assistance
- Document all communications for returned calls
- Schedule spay/neuter appointments for eligible caretakers
- Refer callers to outside resources as applicable
- Share weekly cleaning responsibilities of the administrative area

3. Other duties as assigned (2%) such as but not limited to:

- Reviewing documentation applicable to Alley Cat Advocates' operations
- Operations team support
- Other duties as assigned

Required:

- Must have current driver's license and a good driving record
- Must have a high school diploma or equivalent
- Local travel in organization's vehicle required
- Exhibit passion for animal welfare
- Ability to carry a trapped cat (up to 50 pounds) short distances
- Strong interpersonal skills: a team player, personable, professional, demonstrates initiative, uses tact and diplomacy, strong written and verbal communication
- Excellent customer service skills
- Excellent organizational skills, including careful attention to detail
- Must be self-guided, requiring minimal supervision
- Must be able to work in all weather conditions

Desired:

- Knowledge and experience handling cats, working with community cats, and/or trapping community cats
- Bilingual language skills
- Leadership skills with the ability to train, encourage, and retain valuable volunteers
- Ability to educate people about the process of Trap-Neuter-Return in a clear and effective manner
- Experience in Trap-Neuter-Return, high volume spay/neuter clinic, or open admission shelter
- Experience scheduling and responding to complex, sensitive calls

To Apply

Submit cover letter, resume and the names and e-mail addresses of three references for confidential consideration. Cover letters, resumes and references will be received until the position is filled.

We desire a candidate who demonstrates a love of cats, outstanding people skills, and the ability to work in a team environment as well as independently, with a high degree of integrity and

accountability. The selected candidate will be a member of a highly motivated team determined to make life-saving changes for community cats throughout the country.

Alley Cat Advocates is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, ancestry, national origin, gender identity, sexual orientation, age, disability, marital status, or medical conditions.