



Position Title: **Community Cat Coordinator**

Reports To: Augusta Operations Director

CLASS: Full-time, hourly - \$19/hr

### **POSITION SUMMARY**

The Community Cat Coordinator (CCC) will lead and direct the routine functions of the Humane Society of Northeast Georgia's community cat program in Augusta-Richmond County. This includes the planning and implementation of a Trap Neuter and Return program for community cats. Additionally, the CCC is responsible for raising the level of understanding and awareness of community cats in the county, providing assistance and education to the general public and colony caretakers, ensuring accurate recordkeeping and dissemination of information.

### **ESSENTIAL FUNCTIONS**

#### ***Overview:***

- Implementing lifesaving programs that directly result in the reduction of feline intakes at the shelter
- Respond to calls for service regarding community cat concerns
- Coordinate and perform fieldwork in the targeted community: scheduling appointments, making reminder calls, filling out paperwork, etc...
- Works with community volunteers to trap and transport cats for purpose of spay/neuter
- Recruits, trains and retains colony caretakers and other TNVR volunteers
- Sanctions new colonies to be included in the program
- Become a community cat/TNVR resource for all internal and external stakeholders
- Coordinate and implement outreach and education in regards to TNVR and management of feral colonies
- Maintain trap inventories and other TNVR supplies
- Maintain appropriate program records such as colony manager registrations, annual census and other records including tracking the effectiveness of the program
- Maintain open communication with all volunteers under the program
- Assist community members with interpretation and understanding of animal ordinances as it relates to community cats, program procedures and general responsible pet ownership
- Coordinate and schedule community cat surgeries with the spay/neuter clinic
- Work cohesively with other community cat partners
- Organize and coordinate large scale TNVR events as directed by the Operations Director
- Assist the Operations Director with events, fosters, community relations and more
- Performs other duties as assigned

#### ***Physical Requirements and Work Environment***

- Work is performed in the office and out in the field, sometimes in extreme weather
- May be exposed to animals/animal allergens and zoonotic diseases under conditions with limited alternatives

available.

- Must be able to deal with an often fast paced and changing workload which at times can be stressful.
- Must stand, walk, bend and stoop frequently to perform duties.
- Will have to handle animals (dogs and cats).

***Education and Experience:***

- High school diploma
- Valid driver's license
- A minimum of 2 years of program coordination experience
- Animal welfare experience highly desirable

***Knowledge, Skills and Abilities***

- A passion for the mission of the Humane Society of Northeast Georgia
- A self starter who can work independently and build a program from the ground up
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Google Suite or related software.

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship*

The Humane Society of Northeast Georgia is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.