

Cat Coordinator Position Description

Major Objective

The Cat Coordinator Position coordinates and supervises the RCHS cat foster and adoption program to promote the humane mission of RCHS and ensure that RCHS cats are safe and well cared for until they are placed in permanent and loving homes.

The RCHS Cat Coordinator Position is supervised by the RCHS Executive Board.

Responsibilities

- Screen and place owner-surrendered and shelter-transferred animals into foster homes
- When necessary, coordinate animal transfer to other humane organizations and in-store shelters
- Determine and oversee veterinary treatment for each fostered cat
- Maintain ASM database records on all sheltered and transferred cats
- Post adoptable animals to PetFinder
- Coordinate foster supplies (food, litter, flea/tick prevention, etc.)
- Assist in coordination of adoption events to ensure fostered animals are seen by the community
- Reply to general public inquiries about the adoption process
- Process adoption applications, supply new owners with adoption papers, to include care and treatment records

Qualifications

- Dedication to feline welfare and the humane mission of RCHS
- Good interpersonal skills – personable, professional, and able to work well with a variety of people
- Ability to set goals, and to work both collaboratively and independently
- Comfortable learning and using online information systems
- Strong organizational skills and initiative
- Knowledge of and commitment to RCHS policies and procedures
- Knowledge of community, state and national animal welfare statutes
- Minimum of 18 years of age
- RCHS Membership (Individual/\$15, Family/\$25, Lifetime/\$125, Student/\$10, Senior/\$10)

Training

- Understand the By-Laws and Policies and Procedures of RCHS
- On-the-job training with RCHS Executive Board/Previous Cat Coordinator (when applicable)

Commitment

- 20+ hours per week and attendance at all Board and other meetings as appropriate
- Minimum 1 year commitment