

Job Title: Community Cats Coordinator
Pay: Full- time, Hourly
Reports to: Shelter Director

JOB DESCRIPTION

SUMMARY:

The Community Cats Coordinator is responsible for the care and movement of cats in and out of the Community Cats (CC) program. The Community Cats Coordinator will also assist the Shelter Medical Director and Vet Techs with simple medical procedures as assigned. The Community Cats Coordinator will be responsible for developing CC programs aligned with OAR's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major responsibilities include determining placement of cats (shelter, barn program, or return to field), coordinating the barn cat program, coordinating the TNR (Trap-Neuter-Return) program and assisting the medical team with intake and administering routine medications. (Other duties may be assigned.)

JOB DUTIES INCLUDE:

1. Observe for any signs of illness or disease.
2. Implement the medical protocol designated by the Shelter Medical Director and Vet Techs once a cat is diagnosed with a specific medical condition.
3. Prepare vaccines and medications, as assigned by the Medical Team, that will be used to inoculate and medicate animals received.
4. Determine cat placement into shelter, barn cat program, or return to field.
5. Enter all CC cat records in Shelter Manager software.
6. Monitor and maintain CC supplies.
7. Oversee the Barn Cat program including, responding to barn cat adoption requests, reviewing applications, and developing the program.
8. Oversee the OAR TNR program including, working with our trappers to coordinate intake, surgeries, and medical treatment; responding to TNR requests from the public and assigning trappers to assist.
9. Perform transport to return cats to field from our Feral Freedom program with SPCA Cincinnati.

As needed, the Community Cats Coordinator will perform the following duties:

1. Clean and feed the cats in the CC program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability – all are required unless otherwise specified.

1. Strong organizational, human relations, and communication skills.
2. Collaborative, team-oriented work attitude.
3. Ability to work on own initiative and meet deadlines.
4. Strong commitment to the objectives of the organization.
5. Advanced computer skills using standard Microsoft Office programs such as Word and Excel or similar programs.
6. Commitment to a drug, alcohol and smoke-free environment.
7. Professional experience working with animals in a medical environment (animal shelter, veterinarian's office.) (preferred)

COMMUNICATION SKILLS:

1. Excellent verbal and written communication skills.
2. Strong speaking, writing, grammar, and editing skills.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be in good health. Any debilitating allergic condition aggravated by exposure or contact with animals, chemicals used to sanitize facilities, vehicles or equipment is a disqualification.
- Physical ability to stand, walk, bend and stoop frequently to perform duties is required.
- Able to work in the busy, demanding environment of an animal shelter.

WORKING CONDITIONS:

- Must be able to deal with a sometimes, emotionally-charged public and carry a fast paced and changing work load which at times can be stressful.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Working conditions include working alone, occasionally in teams and frequent interruptions