



Idaho Humane Society Job Description

Community Cat Coordinator

The Idaho Humane Society is a community-supported open-door facility that provides shelter, medical care, adoption services, humane law enforcement services and much more to over 20,000 animals annually. Since its incorporation in 1945, the Idaho Humane Society has become one of the most recognized and beloved nonprofit organizations in the community.

Department:	Shelter
Classification:	Regular, full-time, non-exempt
Job Relationships:	Managed by Community Cat Supervisor/Assistant Director of Operations
Salary:	DOE
Benefits:	Paid time off accrual, eight paid holidays, retirement plan, health insurance, dental insurance and supplemental insurance. All employees receive discounts on veterinary care and retail store pet supplies, as well as veterinary care credit and discounted adoption benefits.

Position Summary:

The Community Cat Coordinator will coordinate/assist all aspects of the Community Cat Program. The Community Cat Coordinator will coordinate/assist in all return to home (RTH) work performed in the community, including but not limited to returning cats to their colonies post-surgery, scheduling and coordinating/assisting in the feline SPOT program, and acting as a IHS liaison for questions about our community cat program. The position will also serve as backup for the WISKR program.

Duties and Responsibilities

Coordinate/Assist Return to Home (RTH) Program

- Monitor cats coming in through our stray RTH program, ensuring that cats are in the correct stage, location, and surgery is expedited.
- Coordinate/assist in a plan of action for each cat's release and path forward.
- Work in the community as an ambassador for the Idaho Humane Society's RTH program, answering community questions and addressing concerns.
- Assist shelter staff in determining eligibility of cats through the traditional adoption path vs. RTH.
- Assist with grant work related to Community Cats and the RTH program.
- Work with the clinic staff and veterinarians, relaying any relevant information about RTH cats, making sure that there are no issues with returning cats to locations in the community.

- Assist in plans to ensure eligible cats are returned to their original location.
- Communicate closely with local TNR groups and community members with community cats to ensure they understand the IHS RTH program.
- Communicate and coordinate with local rescue groups to maximize positive outcomes and minimize redundant efforts.
- Work with volunteer team to recruit and effectively utilize volunteers to support the work of the project.
- Assist and deliver educational materials and tools designed to increase acceptance of community cat programs, including presentations for workshops and/or conferences.

Outreach

- Assist community members with the setting of traps as needed.
- Provide supplies to community cat caretakers such as cat housing, food, etc. as warranted.
- Maintain trapping supplies, keeping traps clean, in working order, and clearly marked with tags.
- Keep track of loaned-out traps.
- Act as Humane Society liaison for SPOT program as well as citizens looking to utilize RTH program or involved in grant work.
- Make reminder calls to clients for SPOT appointments; rework and reschedule last-minute changes.
- Enter colony and caregiver information in Petpoint and EZvet as needed.

Qualifications

- Required:
 - Prior experience in animal care.
 - Strong leadership skills with the ability to think quickly on your feet.
 - Must be able to share knowledge about the process of RTH work in a clear and effective manner to community members and shelter visitors
 - Knowledge and experience with feral cats, trapping cats, and how to safely operate traps.
 - Excellent interpersonal skills with the ability to handle sensitive and confidential situations. You must be friendly, confident in your knowledge, and able to convey your message clearly.
 - Experience in project management, with strong time management skills, organizational skills, problem-solving skills, and the ability to handle multiple tasks simultaneously.
 - Accurate record-keeping and ability to provide reports on various programs.
 - Strong computer skills (including internet navigation and Microsoft Office), with ability to learn new software applications, as needed.
 - Must have a current driver's license and satisfactory driving record. Due to motor vehicle insurance requirements, you must be at least 21 years old.
 - Sincere interest in IHS mission and vision.

- Desired:
 - Pervious animal handling experience.
- Education/Training
 - High school diploma/ G.E.D.
 - Knowledge of state and federal animal welfare compliance regulations.

Working Conditions

Work is performed both in an air-conditioned/ heated animal shelter, as well as out in the field, handling animals, and driving. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

Mental, Physical and Communications Demands

The physical demands 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 the essential functions.

- Ability to stay active during majority of shift or to sit for extended periods of time working at a computer, doing repetitive typing, arm and hand motions.
- Ability to lift up to 50-plus pounds at a time, bend, stoop, kneel, crouch, push and other strenuous activities.
- Ability to work in the presence of both cats and dogs, including large numbers of cats and dogs as in a shelter setting.
- Must be able to work in extreme weather.
- Requires patience and tact when working with difficult, emotional or angry people.
- Requires treating people and animals in a pleasant, courteous and professional manner.
- Requires willingness and ability to work varied hours and dates, including holidays, weekends, and late and early hours, as needed.
- Requires speaking and writing effectively and clearly in a professional manner.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

Idaho Humane Society is an Equal Opportunity Employer