



Charlottesville Albemarle SPCA Job Description

Position: Community Cat Program Manager

Job Status: Non-Exempt

Reports to: Director of Operations

Revision Date: 6/20/2018

Summary:

The Charlottesville Albemarle SPCA provides housing and care for approximately 3,500 animals a year. The Community Cat Program is a crucial element of the organization's mission by improving the care of free-roaming cats through the provision of spay/neuter and other needed medical services, outreach efforts to secure placements for "working cats," public education to reduce unwanted litters, and support to community cat colony caretakers.

Essential Duties and Functions:

- Maintain and analyze shelter intake data to determine target areas in the community where a Trap-Neuter-Return (TNR) project would be most effective.
- Monitor colonies within the community and assist caretakers with needed resources, including TNR support, food or other resource allocation, and transportation or other coordination assistance.
- Participate in community events to increase awareness of the Community Cat Program and TNR.
- Identify and evaluate "working cat" placements and provide support services for successful transitions and follow-up.
- Develop and implement a marketing strategy to educate the community about services provided through CASPCA for community cats and create on-going placement options for "working cats."
- Train and manage volunteers interested in the Community Cat Program.

Qualifications:

- High school diploma or GED
- Ability to work directly with animals, especially those who are shy, scared or fractious
- Ability to spend extended periods of time outdoors in all weather conditions
- Ability to build and maintain positive relationships with a wide range of people
- Ability to communicate effectively and be attention-oriented
- Ability to work independently and take initiative
- Valid Virginia driver's license