

Position

Community Cat Trapping and Colony Support Coordinator

Type

Full-time

12 Month Contract

Hours

- Thursday - Monday
- Including evening trapping shifts

Location

- On the road, based in the HBSPCA community van, across Hamilton and Burlington

Compensation

\$55,000 + benefits

Number of Positions

1

Reports To

Director, Animal Care

About the HBSPCA

For 138 years, the Hamilton/Burlington SPCA (HBSPCA) has been a cornerstone of animal welfare in our region. As one of only three Humane Canada Accredited animal welfare organizations in Canada, we care for more than 25,000 animals annually and

work every day to strengthen the bond between people and animals in our community. Our vision - the Pet-First Campus and Unleash Love Capital Campaign - reflects our commitment to building Canada's first integrated Animal Wellness Hub, and the energy behind it starts with our people. Learn more at hbspca.com.

Our Mission for this Program

The Community Cat Program has three objectives, and every part of this job connects to one of them.

1. Reduce the number of community cats in our communities.
2. Recruit, educate and support Colony Caregivers who become our community ambassadors, helping on the ground, supporting these colonies, and making sure community cats are safe and supported.
3. Create a program that supports community partners, colony caregivers and volunteers so that we increase the number of community cats served.

The Hamilton Burlington SPCA is one of a small number of organizations in Canada to hold Humane Canada accreditation. We operate our own veterinary hospital and surgical suite, a community van fleet, and a network of food and resource supports. This program is a core community program of the HBSPCA and it is supported by every department in the organization.

The Position

This is a full time job on the road. Your office is the community van.

You are the person our caregivers actually see. You set traps, you retrieve them, you teach volunteers how to trap safely and humanely, you knock on doors in neighbourhoods where nobody has ever heard of us, you deliver food and supplies, and you carry the cats in on Sunday and take them back out on Monday. When someone in this community forms an opinion about the HBSPCA Community Cat Program, it is usually because of an interaction with the person in this role.

This job is tactical and it is physical. Trapping happens in the evenings, two weeks of every month. The other two weeks are door to door canvassing in a new neighbourhood and food and supply distribution. Return to field work happens Mondays after recovery.

We are not looking for someone who wants to trap alone forever. We are looking for someone who wants to build a trained volunteer trapping team, because that is how this program reaches more cats than one person ever could

This Role is Right for You if:

We are looking for someone who intends to stay. This program has had too much turnover and our partners have noticed. Commitment to the cause is a hiring criterion, not a nice to have.

- **Substantial customer service experience.** Two or more years dealing directly with the public, including people who are upset, skeptical or opposed to what you are doing. Half of this job is talking to people, not cats.
- **Valid Ontario G licence and clean driver abstract.** You will be driving the community van daily across Hamilton and Burlington.
- **Physical capability.** Lifting and carrying traps, carriers and food bags up to approximately 20 kilograms, repeatedly, outdoors, in all seasons and weather.
- **Evening availability.** Trapping happens in the evening, two weeks of every month. This is not negotiable and it is the core of the role.
- **Self direction.** You will be alone in a van most of the day, deciding how to use your time against a plan. We need someone who does the work without being watched.
- **Record keeping discipline.** Every trap, colony visit and delivery recorded the day it happens.

Considered an Asset:

- Hands on humane trapping experience, including drop traps.
- Experience handling unsocialized or feral cats.
- Experience training or supervising volunteers.
- Door to door canvassing, outreach or community organizing experience.
- Knowledge of Hamilton and Burlington neighbourhoods.
- A second language spoken in our communities

Key Responsibilities

Trapping and Field Operations

- Plan and run targeted trapping efforts, concentrating on one area at a time rather than scattering effort, which is the approach that has been shown to work.
- Condition and pre feed trapping sites at the start of a trapping week so cats are reliable and predictable by the time traps go out.
- Set, monitor and retrieve traps, including drop traps and transfer equipment, using humane handling standards at all times.
- Assess colonies on site, count cats, identify ear tips, note kittens and nursing queens, and record what you find.
- Transport cats safely to the hospital and back to their colonies.
- Support return to field on Mondays after recovery, confirming that every cat goes back to the location it came from.

Volunteer Trap Training and Supervision

- Train Community Trapping Team Member volunteers in humane trapping, safe handling, transport and site etiquette.
- Lead volunteers in the field during evening trapping sessions and public trapping nights.
- Coach colony caregivers who want to trap their own cats, so they gain independence over time.
- Work with the Volunteer Department on recruiting and retaining field volunteers.

Colony Caregiver Visits and Community Outreach

- Visit colony caregivers on site, see the colony for yourself, and solve problems in person rather than over the phone.
- Run door to door canvassing in target neighbourhoods, one week each month, distributing flyers and talking to residents about community cats and what we offer
- Identify unregistered colonies and new caregivers, and hand the details to the Community Cat Administrator for onboarding.
- Represent the program at community events and public trapping evenings.

Food and Distribution

- Load, transport and distribute cat food, shelters, straw, feeding stations and other colony supplies.
- Run the food and supply distribution week each month, working from the delivery schedule set by the Administrator.
- Coordinate with Pet Thrift, Pet Pantry and Logistics on stock and loading.

Van, Equipment and Records

- Keep the community van clean, stocked, safe and maintained, including daily checks, fuel, mileage and scheduled servicing.
- Maintain the trap fleet, clean and disinfect traps between uses, and report damaged traps for repair or replacement.
- Record every trapping session, colony visit, distribution and return to field in the Community Cat master workbook, on the day it happens.

Tentative Weekly Schedule:

This schedule is tentative and will be confirmed with the successful candidate. Evening shifts during trapping weeks are a standing part of this role, not an occasional extra.

- **Thursday - Site Preparation:** Van check and load, site conditioning and pre feeding, caregiver visits, volunteer briefing for the weekend.
- **Friday - Field and Evening Trapping:** Colony visits and equipment prep during the day, trapping in the evening with volunteers.
- **Saturday - Field and Evening Trapping:** Trap monitoring and retrieval, second evening trapping session, transport to holding.
- **Sunday - Intake Day:** On site at HBSPCA supporting intake with caregivers, transferring cats to the hospital team, cleaning and resetting equipment.
- **Monday - Return to Field:** Return recovered cats to their colonies, confirm caregiver handovers, complete records, van and trap maintenance.
- **Tuesday - Off:** Volunteer supports cover equipment and follow up tasks. No public facing service.
- **Wednesday - Off:** Volunteer supports cover equipment and follow up tasks.

Tentative Monthly Cycle:

The month runs on a four week rhythm so that caregivers, volunteers and partners always know what is coming.

- **Week 1 - Trapping Week:** Pre feeding and site conditioning early in the week, evening trapping Friday and Saturday, Sunday intake, Monday return to field.
- **Week 2 - Door to Door Canvassing:** A new target neighbourhood. Flyer distribution, door to door conversations, colony identification, caregiver recruitment.
- **Week 3 - Trapping Week:** Same rhythm as week one, usually returning to the neighbourhood canvassed in week two.
- **Week 4 - Food and Supply Distribution:** Loading and delivery of food, shelters and supplies to registered caregivers, plus colony check ins and equipment maintenance.

Working Conditions

- Full time on the road, based in the community van.
- Outdoor work in all weather, including winter evenings.
- Regular evening shifts during trapping weeks.
- Direct handling of unsocialized cats in traps, with risk of scratches and bites.
- Exposure to allergens, zoonotic disease risk, cleaning products and animal odours.
- Repeated lifting, bending, carrying and loading.
- Work in properties, alleys, industrial yards and rural barn settings.

How To Apply

Please send a resume and a short cover letter telling us why this work matters to you, to **careers@hbspca.com**, with "Community Cat Trapping and Colony Support Coordinator" in the subject line. Applications will be reviewed as they are received.

Please be aware that once you submit your resume or application, your information will be retained for 5 years as per Ministry of Labour Employment requirements 2025. If you are selected for an interview, your information will also be kept on file that you either were interviewed and declined or interviewed and selected. This is also a requirement

of the Ministry of Labour to maintain a list of all candidates that applied for the role even if they are not hired. Finally, we do not use AI technology to review, assess and select candidates as of July 1, 2025. Only those selected will be contacted for an interview.

Diversity, Equity, and Inclusion

The HBSPCA is an equal opportunity employer that actively supports diversity, equity, and inclusion. We welcome applications from candidates of all backgrounds and lived experiences. If you require accommodation during any stage of the recruitment process, please contact your interview lead for assistance.