

## Animal Care Coordinator, Cats

Alliston & District Humane Society is looking for an enthusiastic leader and cat lover to oversee our cat program. ADHS is a no kill shelter that is staffed primarily by volunteers.

Reporting to an ADHS Director, the Animal Care Coordinator will provide guidance and work direction to the cat team volunteers and volunteer coordinators at the shelter. She/he will oversee and participate in the daily observations and quality care for our shelter cats, including during the morning cleaning program. In addition, he/she will assist, train, and oversee the adoption programs, volunteer and foster recruitment, the feral cat team (TNR), the kitten team, and the cat socialization team. The cat coordinator will manage medical appointments and veterinary care as well.

The Animal Care Coordinator is a resilient leader with the strong ability to build relationships and adapt to an ever-changing environment. He/she will have a love of people as well as animals and will be outgoing, confident, and naturally optimistic. Managing a team of volunteers, he/she will be responsible for ensuring that the program and its people work cohesively and efficiently and provide support, guidance, and feedback. He/she will have a natural ability to work with others and is friendly, approachable, and able to provide exceptional service to others while remaining open-minded and non-judgmental. Having a strong understanding of cats, their behavior and their medical needs is important in facilitating second chances for homeless cats in our community.

The Animal Care Coordinator will be able to work some evenings and weekends when needed in order to accommodate the needs of the organization. His/her strengths will include above-average conflict resolution, and effective organizational and time management skills, as well as the ability to assist vets and oversee medical care.

### **Summary of Primary Responsibilities:**

- Oversee the cat program in its entirety including cat intake and adoptions.
- Oversee the kitten program, the TNR and feral cat programs, and the cat socialization program, as well as the foster program for adults and kittens.

- Manage the cat program volunteers and volunteer coordinators ensuring they have the training, knowledge, and supplies they need in order to be effective in their positions and also provide support as needed.
- Ensure that the cat area of the shelter operates efficiently to provide optimal care for the cats including quarantine, disease prevention, and enrichment for the safety of both the volunteers and the animals.
- Develop and maintain good relationships with veterinarians and rescue partners.
- Develop and maintain the appropriate forms, records, waivers, and statistics; and prepare regular reports and analysis for the board.
- Identify, create, and implement opportunities for improving methods and procedures, including cost reduction strategies.
- Plan and coordinate the activities of the cat programs by actively engaging with staff, volunteers, and the public to ensure that the programs' goals are achieved.
- Work with community partners to develop and maintain ongoing partnerships.
- Help adopters and the general public with questions and concerns related to cat rehoming, behavior, and medical issues.
- Supervise the medical care of cats. Animal health or veterinary technician education is an asset.

#### **POSITION REQUIREMENTS:**

- Genuine interest in animal welfare with a good understanding of cats and their behavior.
- Managerial experience overseeing volunteers.
- Highly motivated self-starter with impressive organizational, time management and attention to detail skills, and requiring minimal supervision.
- Customer service experience with an ability to develop positive rapport with diverse people from different backgrounds and with varied personalities.
- Cat handling experience required, including the ability and willingness to work with feral cats and under-socialized cats.

- Highly developed supervision, cooperation, collaboration, and problem-solving skills as well as the ability to set priorities.
- Experience with Word, Excel, and a willingness to learn PetPoint.
- A valid driver's license.
- Animal health education and/or the willingness to commit to further medical training.

Schedule and rate of pay will be negotiated dependent on qualifications and experience.

Please email your resume and cover letter to [info@allistonhumane.com](mailto:info@allistonhumane.com) to apply.