



Safe Place FOR PETS

Job Description

Position Title: Cat Care Coordinator

Position Summary: The Cat Care Coordinator will coordinate volunteers to support the Cattery(s) and Cat Care needs. The Cat Care Coordinator will work with the Feline Coordinators and Executive Director to maintain the health and wellness of cats at the Safe Place facility. This volunteer abides by and actively supports the mission and values of Safe Place for Pets. They will be supervised by the Placement Coordinator. The Cat Care Coordinator will maintain and staff the Cattery(s) with trained volunteers. The Cat Care Coordinator will oversee and establish guidelines for proper Cat Care procedures and expectations. The Cat Care Coordinator will oversee and establish guidelines for proper Cattery maintenance. This volunteer must have access to a telephone which will be used to contact Safe Place for Pets volunteers.

Tasks include:

- 🐾 Work with the Executive Director to keep the facility in working order.
- 🐾 Coordinate with the Feline Coordinators and Executive Director regarding any feline issues.
- 🐾 Document and maintain the Cat Care and Cattery policies and procedures.
- 🐾 Monitor that all Cat Care and Cattery policies and procedures are followed.
- 🐾 Work with Executive Director to maintain compliance with PACFA regulations to ensure Good Standing.
- 🐾 Maintain a schedule of trained volunteers to keep the Cattery staffed regularly.
- 🐾 Contact the Volunteer Coordinator when new volunteers are needed.
- 🐾 Train new volunteers and coach current volunteers on any procedures.
- 🐾 Communicate with Cat Care volunteers on a regular basis and be available for Cattery or Cat Care issues.
- 🐾 Communicate any inventory supplies needed for the Cattery to the Executive Director. Utilize the Purchase Request Form to note any items in need.
- 🐾 Attend monthly Placement Meetings on the second Tuesday of every month.
- 🐾 Turn all hours worked into Volunteer Coordinator. An email will be sent monthly asking for hours.

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____