



**POSITION:** Cattery Coordinator

**DEPT:** Shelter

Reports to: Director of Shelter Operations

Status: Full-time, exempt

Updated: May 2015

**JOB SUMMARY:**

Under the direction of the Director of Shelter Operations the Cattery Coordinator is responsible to: maintain sanitary and humane conditions for all VBSPCA cats; monitor the health, behavior and progress of VBSPCA cats; provide a warm and welcoming environment in the shelter for potential adopters and visitors; and maintain a respectful, congenial atmosphere with the Cattery Team.

Performs in this position in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

**RESPONSIBILITIES:**

**Staff Supervision:**

- Directly supervise the work of Animal Care Techs in the cattery, Small Animal Techs and volunteers in the cattery and small animal room.
- Interview for open positions and make hiring recommendations to Director of Shelter Operations.
- Provide annual performance reviews for cattery staff.
- Review and approve timesheets for cattery staff.
- Monitor cattery staff performance and follow VBSPCA policy to address problematic job performance, including working with the Director of Shelter Operations and HR to create Performance Improvement Plans when necessary.
- With HR or the Director of Shelter Operations terminate employment of cattery staff when necessary.

**Cattery Operations:**

- Supervise the cleaning of all cat rooms on a daily basis to ensure all proper cautionary and humane procedures are followed and cats receive compassionate care.
- Evaluate medical conditions of all cats and make referrals for veterinary care.
  - Ensure cat weights are performed on all cats weekly, documented, and logged. Notify Director or Assistant Director of Shelter Operations if significant weight changes occur.
  - Ensure animals on medical treatments have up to date med cards and meds are logged.
  - Notify Foster and Medical Coordinator of medications ordered by veterinarians.
- Maintain proper identification on all in-shelter cats, including cage and individual cat identification

tags, profiles and assessments as applicable.

- Provide cattery adoption counseling and assist with adoption process.
- Provide relinquishment counseling when cats with problematic behavioral or medical histories are presented for surrender.
- Assist Director of Shelter Operations with client communication issues, including difficult clients on site and problematic adoption counseling.
- Assist Director of Shelter Operations with oversight of volunteers in the cattery, ensuring they are operating under VBSPCA guidelines and remaining productive and safe in their interactions with animals.
- Keep inventory of cattery supplies reporting needs for medication and disinfectants to Foster and Medical Coordinator and all other supply needs to Assistant Director of Shelter Operations.
- Maintain the Cattery in compliance with VBSPCA cleanliness and safety protocols.
- Coordinate transfers of cats/kittens from outside organizations. Determine when difficult to place cats are candidates for outside rescue and organize release to rescue.
- Maintain certification to perform euthanasia.
- Facilitate and provide oversight to the euthanasia process when necessary.
- Further professional development by participating in workshops, staff in-service training, committees and team meetings.
- Promote with cattery staff VSPCA protocols to offer all clients superior customer service.
- Perform other duties as assigned by the supervisor.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Associate's degree.
- Minimum 3-years' experience working with animals in a kennel, shelter, or veterinary hospital.
- Basic animal care knowledge. Knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques is required.
- Current certification in euthanasia.
- Excellent communications, public relations and written skills.
- Previous supervisory experience is preferred.
- Intermediate level computer skills using various standard office programs such as Word and Excel or other similar type programs.
- Ability to communicate clearly VBSPCA's mission and the humane care and treatment of animals to the public and staff.
- Must be able to represent VBSPCA professionally at all times.
- Ability to plan and implement projects with little supervision and ability to work independently.
- Ability to function well as a team member.
- Availability to work flexible hours, including evenings and weekends, in a fast-paced setting.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

- Ability to communicate effectively in English.
- Ability to restrain animals in a safe and appropriate manner
- Ability to lift and/or move up to 50 pounds.
- Ability to clean cattery and deal with offensive odors.
- Ability to comfortably interact with animals, including wildlife.
- Ability to sit, talk, hear, stand, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.
- Ability to move throughout the building as needed to meet the requirements of the job.
- Physically able to be exposed to cleaning chemicals and offensive odors.

To apply, submit cover letter, resume, [VBSPCA employment application](#), and professional references to [Cat.Daniels@vbspca.com](mailto:Cat.Daniels@vbspca.com)