



Community Cat Counselor Volunteer Job Description

Purpose: To respond to inquiries about helping community cats in need. “Community Cats” is a term used to describe outdoor, unowned, free-roaming cats. These cats can be friendly, feral, adults, kittens, healthy, sick, altered and/or unaltered.

Supervisor: Community Outreach Manager (Beth Merow)

Qualifications: All volunteers must meet the cognitive and physical requirements to safely perform their tasks, work completely independently, follow verbal and written instructions, and effectively and empathetically communicate with the public, other volunteers and staff.

Physical requirements:

- Must be able to speak confidently on the phone and communicate effectively via email

Training requirements:

- Successful completion of training program is required
- Must be comfortable speaking to clients and coaching through difficult situations
- Ability to communicate with Community Outreach Manager via email/phone when necessary
- Must have access to a cell phone, email and a computer (not an iPad)
- Must be 18 years of age or older to participate

Duties and responsibilities:

- Provide overview of our Community Cat Program to clients
- Coach concerned citizens through challenging situations with community cats
- Be well-versed in our various programs in an effort to offer positive solutions

Location of the job: Home

Time commitment: Minimum time commitment is approximately 5 hours per week

Dress code required: N/A