



Charlottesville Albemarle SPCA Job Description

Position: Community Cat Manager

Job Status: Exempt

Reports to: Director of Operations

Revision Date: 6/15/2022

Position Summary:

The Charlottesville-Albemarle SPCA (SPCA) provides housing and care for approximately 5,000 animals a year. The Community Cat Program is a crucial element of the organization's mission by improving the lives of free-roaming cats through the provision of spay/neuter and other needed medical services, outreach efforts to secure placements for "working cats," public education to reduce unwanted litters, and support to community cat colony caretakers.

Essential Duties / Responsibilities:

- Maintain and analyze shelter intake data to determine target areas in the community where a Trap-Neuter-Return (TNR) project would be most effective.
- Monitor colonies within the community and assist caretakers with needed resources, including TNR support, food or other resource allocation, and transportation or other coordination assistance.
- Participate in community events to increase awareness of the Community Cat Program and TNR.
- Identify and evaluate "working cat" placements and provide support services for successful transitions and follow-up.
- Develop methods for educating the community about services provided through the SPCA for community cats and create ongoing placement options for "working cats."
- Train and manage volunteers interested in the Community Cat Program.

Physical Requirements & Work Environment:

- Ability to lift and transport items weighing up to 40 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend, squat, stand, and sit for significant periods of time.
- Exposure to disinfectant solutions and zoonotic diseases.
- Subject to animal bites and scratches.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. Will require the ability to work a flexible schedule to meet the needs of community cat caregivers.

Required Skills / Experience:

- Valid Virginia Driver's License required
- High school diploma or GED required
- Prior experience with felines required
- Ability to build and maintain positive relationships with a wide range of people
- Ability to work directly with animals, especially those who are shy, scared or fractious
- Ability to spend extended periods of time outdoors in all weather conditions
- Ability to communicate effectively and be attention-oriented
- Ability to work independently and take initiative