



POSITION: OVERNIGHT CARETAKER

Provides overnight care of trapped Cats and Kittens before and after spay/neuter surgeries

Estimated Time: Approximately 2 hours per night

Skills:

- Practices safety
- Hands-on care
- Good verbal communication and listening skills
- Organized and attentive to detail
- Data entry accuracy

Other: Volunteer must have a suitable garage, shed or other area that can house trapped cats and kittens. Cats are generally trapped over the weekend and transported to and from the spay/neuter clinic on Mondays or Tuesdays. Possibility of rotating this responsibility with another volunteer if multiple volunteers for this task are identified.

TASKS:

The volunteer for this position works closely with the TNR Coordinator and with CCA trappers and the colony caretakers. Tasks are to:

- Prepare a climate-controlled environment for holding cats and kittens
- Create trap and carrier labels with TNR (Case) #
- Update Shelterluv metrics and animal records, including memos with special instructions for spay/neuter clinics
- Be home to receive cats/kittens from trappers, caretakers, and fosters
- Be home to oversee return of cats/kittens to trappers, caretakers, and fosters and provide copies of rabies certificates and other medical records.
- Provide food and water to animals on night before surgery and upon return from surgery
- Help transporter load and unload traps and carriers into and out of vehicles
- Ensure transporter provides complete paperwork for each animal returned from spay/neuter clinic
- Attach electronic copy of rabies certificate to Shelterluv records
- Collect donations from caretakers picking up cats and deliver donations (via US Mail) to the CCA Treasurer

To Apply for a position, please go to communitycatalliance.org/volunteer to fill out a volunteer application.