



# Monmouth County SPCA & Homeward Bound Adoption Center

**Job Title:** Trap/Neuter/Return Coordinator

## **Summary**

Responsible for developing and implementing TNR in contracted municipalities, educating the public about proper care of feral cats. Required are strong leadership skills and commitment to the MCSPCA, TNR and its mission. The ability to inspire and motivate staff, volunteers, supporters and members of the community about the importance of TNR is key in increasing TNR in our community and saving lives.

## **Responsibilities**

- Implement TNR in targeted municipalities.
- Provide hands-on assistance with trapping cats in targeted TNR municipalities and perform mass trapping projects of identified large target feral colonies.
- Provide transport to return cats to their colony as needed.
- Conduct workshops to train interested parties in TNR and provide information on Trap/Neuter/Return and advocacy techniques.
- Provide TNR support to the public who have feral cat situations via phone, e-mail, and in person.
- Manage trap bank with at least 10 traps, to be loaned as needed with a deposit.
- Network with animal experts/rescuers regarding TNR and spay/neuter.
- Maintain records of colonies and caretakers, situations and their resolution, gathering success stories, and producing a written quarterly report to supervisor and to TNR municipal governments as needed.
- Work harmoniously and effectively with other MCSPCA staff members and other local groups.
- Treat all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance
- Other duties as requested by the supervisor.

## **Skills needed:**

- Experience/knowledge in the areas of TNR, feral cats, cat behavior, general health care, animal rescue, and strong interpersonal skills. The ideal person for this job would be a team player, personable, outgoing, patient, and able to get along well with a variety of people including people who are under stress.
- Excellent cat handling skills required
- Excellent written and oral communications skills.
- Proficiency with Microsoft Windows and Microsoft Office.
- Ability to work independently to follow through on projects with an attention to detail and strong organizational skills with the flexibility and ability to manage multiple tasks.
- Maturity, good judgment and a professional personal appearance.
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Rabies inoculations are required or must be waived.

**Physical Requirements:**

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to lift and carry 40 pounds regularly.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes.

**Related Experience and Education Preferred:**

- Animal Control Officer certification preferred
- High school diploma, Bachelors degree preferred.
- Education in various aspects of TNR and cat behavior.
- Excellent cat handling skills required
- NJ driver's license and own vehicle

**Additional Information:**

- This position requires a flexible schedule. Evenings and weekends may be required, must be willing to work a flexible schedule.
- Non-Exempt: Non-exempt, part-time position. Average 30 hours per week. May include weekend work.

All qualified interested parties can submit their resume along with salary requirements via email to [scott@monmouthcountypca.org](mailto:scott@monmouthcountypca.org) or call 732-542-0040.