

## San Antonio Feral Cat Coalition Job Posting

**Position Title:** Part-time Volunteer Coordinator

**Location:** San Antonio, TX (work from home)

**Salary:** \$25,000 for 1 year

**Background:** The San Antonio Feral Cat Coalition is an all-volunteer 501c3 organization dedicated to reducing the overpopulation of cats in the San Antonio area through rescue and Trap-Neuter-Return. Currently there are 8 programs in operation with approximately 200 core volunteers.

**Position Summary:** We are looking for a self-motivated person who can work independently to develop and implement a sustainable Volunteer Program.

**Responsibilities Include:**

- Recruit & train volunteers for specific jobs as identified by board members.
- Maintain database on volunteers with demographic information and skills.
- Write policies & procedures on all volunteer positions.
- Provide ongoing feedback & motivation to volunteers.
- Coordinate Volunteer Fair in the spring.

**Desired Qualities & Experience:**

- Must have computer, printer & cell phone
- Be available 7 days a week (work hours will be flexible)
- Ability to work independently as well as part of a team
- Ability to communicate clearly and work cooperatively with different personalities
- Ability to maintain a professional manner in difficult situations
- Knowledge of TNR & SAFCC mission
- TNR experience a plus

**Physical Requirements:**

- Be able to lift and carry 15 pounds.

**Application Deadline:** October 31, 2017

**Application Process:**

Submit resume to [info@sanantioferalcats.org](mailto:info@sanantioferalcats.org) with 3 references.

