



### Pets for Life: Community Trap-Neuter-Return (TNR) Volunteer

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Work Location</b>	Atlanta, Chicago, Los Angeles and Philadelphia
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
<b>Purpose of the Position</b>	Volunteers support the Pets for Life (PFL) program by helping to facilitate spay and neuter for as many cats as possible in targeted areas.
<b>Volunteer Responsibilities</b>	<p>Note: Work varies depending upon the city and is on a case-by-case basis.</p> <ul style="list-style-type: none"> <li>• Work with our PFL team and community members to determine where and when to set traps for feral and community cats</li> <li>• Prepare and/or execute feeding schedule, perform feedings and coordinate with community members to do feedings (note: applicable only in some cities), assist with outreach to the community regarding the “no feeding” policy</li> <li>• Assist with set up of traps through phone and home visits with community members</li> <li>• Humanely trap targeted cats (note: volunteers are trained on trapping procedures, which vary by city)</li> <li>• Transport trapped cats to the veterinary clinic for spay/neuter surgery appointments using their own personal vehicle; cats also receive vaccinations and are ear-tipped (a procedure done to identify them as having been spayed/neutered)</li> <li>• Return cats appropriate for release to the exact location where they were trapped</li> <li>• Contact partner community caregivers to update them and let them know cats are returned</li> <li>• Complete and return data forms to Pets for Life Manager every month to allow for program tracking and reports</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 3; involves lifting and bending, and handling companion animals; these animals range in a variety of sizes and conditions, so it is imperative to be careful when handling</li> <li>• Mental difficulty is level 3; requires strong interpersonal communication skills, the ability to learn how to set traps and work without direct supervision; requires strong driving skills, and ability to use good judgment</li> <li>• Emotional difficulty is level 4; the nature of the issues dealt with can be emotionally distressing as volunteers will see less than ideal situations and conditions for people and cats</li> </ul>
<b>Expected Environmental Conditions</b>	Majority of the work occurs outside; volunteers should dress appropriately for the weather. Busy roads due to heavy traffic and pedestrians; could be driving in hazardous road conditions depending upon weather.
<b>How Often Volunteers Work On-site</b>	All volunteer work is off-site in target communities.

<b>Orientation/Training</b>	<ul style="list-style-type: none"> <li>• Volunteers must attend a general orientation and will receive training on the program, approach and philosophy. Information and materials about The HSUS and Pets for Life, including the Pets for Life Community Outreach Toolkit, will be provided.</li> <li>• Volunteers will also receive hands-on training in the community, specific to the role and dependent upon the city.</li> <li>• Volunteers will be introduced to neighborhood advocates and staff at the spay/neuter clinics.</li> </ul>
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Learn how to perform TNR effectively and safely</li> <li>• Develop or strengthen community outreach, networking, and effective communication skills</li> <li>• Develop or strengthen safe animal handling skills</li> <li>• Learn about the community and geography of your city</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Four to ten hours per week for three months, dependent upon city; those who can perform TNR one day per month will also be considered.
<b>Scheduling Guidelines</b>	Work will be requested between 9:00AM-1:00 PM (note: times may vary by city). Spay/neuter appointments are scheduled for the late morning; depending upon city, cats may need to be picked up the morning following surgery.
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Able to understand directions and maps and strong navigational skills in unfamiliar areas</li> <li>• Able to communicate with a variety of people effectively and without judgment or making negative remarks</li> <li>• Willingness to be flexible</li> <li>• Able to work comfortably in underserved communities</li> <li>• Able to tactfully deal with challenging questions or opposing viewpoints from the public</li> <li>• Ability to work well independently and as a team and use good judgment</li> <li>• Able to understand The Humane Society of the United States' (HSUS) policies and positions and the Pets for Life approach, and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS or Pets for Life</li> <li>• Able to learn and demonstrate a familiarity with HSUS' major campaigns and mission</li> <li>• TNR experience is strongly preferred</li> <li>• Spanish speakers are strongly preferred for PFL LA but are not mandatory</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 18 years old</li> <li>• Must wear a Pets for Life t-shirt (provided at no cost) when representing the program</li> <li>• Must have own reliable vehicle, a driver's license, automobile registration and insurance</li> <li>• Must have an clear driving record with no major moving violations and the ability to travel safely</li> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Must be able to learn and follow all guidelines and policies of The HSUS</li> </ul>

	<p>and Pets for Life, and follow directions given by staff</p> <ul style="list-style-type: none"> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	We will provide traps, disposable bowls, food for luring into traps, blankets, towels, and data forms.
<b>Optional Tools/Equipment</b>	Any specialty tools or personal equipment you prefer to work with.
<b>Supervisor(s)</b>	Coordinator, Pets for Life
<b>Number of Concurrent Volunteer Openings</b>	4-5 individuals per city
<b>Additional Information</b>	
<b>Updated</b>	3.15.2016