



Community Cat Intern

Purpose:

In Philadelphia, Best Friends runs a TNR (Trap Neuter Return) program, which operates to reduce feral cat populations, by performing spay/neuter to roughly 4,000 cats annually.

The intern will be responsible for assisting staff in carrying out fieldwork in Philadelphia, trapping and working with caregivers of free-roaming cats, and transporting cats to and from the Best Friends clinic and the colony locations. Additional duties include performing data entry and making phone calls and scheduling appointments.

This intern should be prepared to intern during long hours in fast-paced emotional environment, and will finish the internship having gained broad experience in trapping and dealing with community cats, collaborating with a wide variety of people and personalities, as well as an in depth knowledge of animal welfare.

Please note this is an **unpaid internship**.

Desired Start Date: March 2017

Internship Length: 4 week minimum

Reports to: Community Cat Project Coordinator

Primary Duties:

This role will be multi-functioning, and includes but is not limited to:

- Assisting with fieldwork in the community within the target area: scheduling appointments, making reminder calls, trapping free-roaming cats (checking traps throughout the day and/or using a drop trap), transporting cats (5 to 30 cats at a time) to and from the Best Friends clinic, return/release cats to their original colonies, interning with existing free-roaming cat caregivers in the target area, and helping facilitate and coordinate appointments for the surgeries of cats.
- Answer calls from the community about free-roaming cats, nuisance resolutions, and other cat-related issues, offering advice and information.
- Assist in tracking of all spay/neuter done through the Best Friends clinic, entering data into spreadsheets and updating colony information.
- Keep track of humane traps, ensuring that they are clean, in working order, and clearly marked with a Best Friends tag. Deliver traps and supplies to TNR locations, prior to trapping day, train new caregivers in TNR and use of traps and ensure loaned-out traps are returned.
- Assist with a food donation program; as donations come into the program.
- Laundry.
- The duties may vary depending upon the weekly schedule.

Time Commitment:

Up to 40 hours per week; you will need to be flexible with internship times and expect to intern evening hours 1-2 days a week, along with daytime office hours the other days.

Qualifications:

- Previous experience working with cats and knowledge of behavior traits of owned, feral and stray, free-roaming cats preferred. Must be comfortable and able to work with all cats and kittens, including feral cats and those with health concerns.
- Ability to educate people about the process of TNR in a clear and effective manner.
- Excellent people skills. You must be friendly, confident in your knowledge, and able to convey your message clearly.
- Deal with difficult situations and maintain a positive attitude and provide good customer service. Able to handle sensitive and confidential situations and be comfortable dealing with sick and injured cats and kittens up to and including euthanasia if deemed necessary.
- Accuracy with record-keeping and data entry and proficient in a variety of computer software applications, including Microsoft Office.
- Must be able to intern in a fast-paced environment with the ability to handle multiple tasks and responsibilities.
- Accurate, appropriate, clear and concise written and verbal communication skills.
- Proficiency with a variety of computer tools such as word processing, spreadsheets, presentations, database, internet research, google programs, etc.

Physical Requirements:

- Must be able to intern according to a flexible schedule, including split shifts and irregular hours, which may include early morning, late evening hours and some weekends.
- Must be able to lift 50-plus pounds at a time.
- Must be able to intern in weather with temperatures varying between extreme hot and extreme cold.
- Must have a valid driver's license, access to transportation and a driving record which meets our insurance provider's requirements. Must be at least 21 years of age due to Motor Vehicle Insurance requirements.
- Must be able to sit while driving for extended periods of time.
- Ability to be around cats in closed quarters for extended periods of time
- Bend, stoop, reach, climb, twist, crawl, stand and walk for extended periods of time, etc.