



**MAUI HUMANE SOCIETY**  
**Job Description**

*The Maui Humane Society's mission is: To protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals.*

**Job/Position Title: Community Cat Outreach Attendant**

**Status:** Non-Exempt

**Date:** 2/2022

Community Cats are unowned cats who live outdoors throughout Maui. This rewarding position coordinates the Maui Humane Society's TNR (Trap, Neuter, Return) and RTF (Return to Field) programs. Your responsibilities are a combination of field work: working with the community, businesses and volunteers to address outdoor cat-related challenges; on site work: providing education and caring for and advocating for the cats housed at Maui Humane Society.

**Reports To:** Director of Community Outreach and Community Cat Coordinator

**Essential Duties/Functions:**

1. Serve as liaison between the community and MHS to support, promote and facilitate the TNR and RTF needs of MHS and our community, including assisting CSR staff with community members at time of intake for tenuous situations.
2. Assist community members with trapping, transport, overnight care, s/n appts of community cats.
3. Facilitates the trapping of community cats using best TNR practices.
4. Provides public education and training (trapping training, nuisance/cat deterrents, benefits of TNR etc.) under the direction of the Community Cat & Outreach Manager.
5. Trains and manages volunteers that assist with trapping for TNR and transport for RTF through MHS.
6. Coordinates and facilitates the transport of community cats from MHS back to cat's living area for either RTF or TNR under the direction of the Community Cat & Outreach Manager.
7. Assists Community Cat Coordinator with conducting site visits for businesses and property owners and direct mailings.
8. Assist with maintaining accurate records in databases.
9. Provides requested reports.
10. Participates in TNR events and TNR education and assists with TNR surgery intakes.
11. Maintains and cares for the daily feeding and cleaning of community cats in MHS care and maintains the TNR holding building area; this includes transferring cats into appropriate traps as needed.
12. Responsible for maintaining trapping supplies (bait, towels, traps)
13. Responsible for maintaining cat care supplies for Villa cats (newspaper, towels, food trays, food, trap forks, plastic paperwork pockets)
14. Facilitates onsite trapping as needed for newly abandoned cats in MHS colony.
15. Responsible for feeding MHS colony cats.
16. Assist Community Services Manager and 4 Everpets Coordinator with food purchasing and distributions through the 4EverPets program.
17. Assist with Community Outreach events, as needed.



**General:**

1. Interact with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
2. Interacts with the public in a courteous and helpful manner.
3. Responsible for keeping relevant work areas clean and organized.
4. Maintain and promote a positive public image standard relevant to MHS.
5. Help promote fundraising activities and solicit support of agency overall.
6. Attend and participate in departmental and shelter meetings. Attend educational venues and training as recommended/approved.
7. Report and correct any safety hazards or unsafe use of MHS equipment.
8. Other duties as assigned.

**Working Conditions:** The CCC Outreach Attendant will be working in air-conditioned shared office space, a transport vehicle as well as outdoors in the community and with animals. Working outdoors during the day or evening includes; in the field at trapping locations or in neighborhoods or businesses in addition to our TNR holding area and cat building. Also includes direct contact with animals of varying degrees of handleability, mostly feral.

**Equipment Used:** Dedicated computer with internet access. General office equipment and cell phone. Trapping related items (traps, transfer cages, trapping supplies etc.), animal restraint equipment. A transport vehicle to facilitate TNR needs and RTF needs.

**Working Hours:** While a typical workweek will be 40 hours, the position will sometimes require flexibility to cover weekends, evening trapping, animal releasing, emergencies, or other MHS activities.

**Mental Demands:** Must have ability to multitask, meet deadlines and handle stress. Must be able to work independently while functioning in a team environment. Position requires excellent organizational skills, a high level of accuracy and attention to details. Strong customer service skills are required. Good communication skills a must.

**Physical Demands:** Must generally be able to lift 50 lbs. This position will require you to carry traps or carriers with cats in them. It will require you to load and unload traps and supplies for trapping or RTF needs. During TNR or RTF you may need to canvas/walk large areas to set trap lines or return cats. This position will require heavy lifting. Animal handling is required- generally should be comfortable around all types of domestic animals. Position does require the handling/ managing of feral cats. Must be able to follow safety guidelines and best practices to handle feral cats. Must be able to handle cleaning chemicals to be used for MHS cleaning guidelines. Must be able to work outdoors. Must be able to work at a fast and efficient pace.

**Qualification Requirements:**

**Minimum Qualifications:**

- High school graduate, some college or equivalent experience in animal welfare preferred.
- Excellent public relations skills. Ability to form and maintain professional relationships.
- Excellent verbal, written and observational skills.
- Strong organizational skills.
- Professional in appearance and behavior.
- Must be a goal oriented self-starter.



- Confident computer skills including experience with Google Apps, Microsoft Word, Excel, social media, databases, internet navigation and research; or the desire to be trained, understanding that computer work is a vital part of the position.
- Possession of a valid driver's license with a clean driving and criminal abstract.

**General Requirements:**

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- General knowledge of pet behavior and care. Ability to work with and handle all kinds of animals in a safe and responsible manner.
- Positive attitude is a must!