

# Feral Cat Coalition

## VOLUNTEER POSITIONS

### FOOD CUPBOARD

- **Food Cupboard Coordinator:** works with food distributors, feeders, and storage sites
- **Feral Colony Feeder:** feeds feral cat colonies

### TRAPS & TRAPPING

- **Trap Depot Coordinator:** works with all trap depots, purchases and repairs traps, updates trap depot information
- **Trap Depot:** stores and lends traps to the public
- **Trapper:** traps cats for spay/neuter, often for those who can't (such as elderly or disabled feral cat caretakers)
- **Transporter:** transports trapped cats to and from spay/neuter clinics, often for those who can't (such as caretakers who don't drive or who don't have access to vehicles)
- **Feral Colony Liaison:** maintains a feral colony database

### ADMINISTRATIVE

- **Volunteer Coordinator:** recruits new volunteers, works with clinic supervisor and coordinators
- **Forms/Documents/Printing Coordinator** works with coordinators, updating job descriptions and procedures, as needed
- **Donation Box Liaison:** distributes donation boxes to locations around the county and collects them when full
- **Mail Coordinator:** maintains private database of FCC volunteers and donors, distributes mail
- **Statistician:** maintains statistics of feral cats from spay/neuter clinics
- **Clinic Reservations Coordinator:** maintains clinic reservations lists
- **Newsletter Editor:** produces Feral Cat Coalition newsletter
- **Website Copy Editor:** creates and maintains web copy

## **SPAY/NEUTER COUNSELING**

- **Spay/Neuter Counselor Coordinator:** trains and advises Spay/Neuter Counselors
- **Spay/Neuter Counselor:** returns phone calls made to our message center, works with the public to arrange spay/neuter

## **VETERINARIANS**

- **Clinic Veterinarians:** spays/neuters feral cats at our monthly Sunday clinics (usually held the second Sunday of each month)
- **Weekly Veterinarians:** spays/neuters a given number of feral cats each month at own practice (some medical supplies provided)

## **WEEKLY VETERINARY PARTNERS**

- **Weekly Veterinary Partner Coordinator:** trains and advises weekly vet contacts and weekly vet hospitals
- **Weekly Vet Partner Contact:** schedules weekly spay/neuter appointments, works with weekly vet hospitals to replace medical supplies

## **PUBLIC RELATIONS**

- **Media Spokesperson:** works with the media to make announcements and give interviews

## **FUNDRAISING**

- **Grant Writer:** writes grants for spay/neuter funding
- **Webmaster:** updates and maintains our website
- **FCC e-Newsletter Editor:** writes and sends a monthly newsletter to our email data base
- **Thank You Card Writer:** writes and mails thank-you notes to our donors

## **CLINIC VOLUNTEER**

- **Clinic Supervisor**
- **Veterinarian (DVM)**
- **Anesthesia staff (RVT)**
- **Post-Anesthesia staff**
- **Transporter**
- **Veterinary Assistant**
- **Recorder**

- **Shots staff**
- **Ear-Tipping staff**
- **Admitting staff**
- **Groomer**
- **Recovery staff**
- **Public Relations staff**

#### **FOSTER CARE**

- **Foster Care Provider:** provides temporary medical foster care for feral cats before they are returned to their caretakers

#### **SPANISH-SPEAKING VOLUNTEERS**

- Needed in all areas, but especially as **Spay/Neuter Counselors**