



Fayette Humane Society
PO Box 244
Fayetteville, GA 30214
770-487-1073
www.fayettehumane.org

Cat Program Director

Reports to: The Board of Directors

Goals:

- Be the Voice for animals that cannot speak for themselves
- Promote FHS values, including the importance of spay and neuter
- Maintain a good working relationship with Fayette County Animal Control, Fayette County Board of Commissioners, all local veterinarians and all management and employees of PetSmart and the staff and management of any affiliated organizations where events are held

Position Function & Organizational Impact:

- Day to day decision-making referred by Coordinators and Leads within the Cat Program.
- Create Program strategy for Board approval.
- Deliver our mission at Fundraising events, Chamber Events, Rotary events, and other community events.

Core responsibilities:

- Oversight and management of the Cat Program activities and decision-making for issues referred by program Coordinators and Leads.
- Support and promote our policies and principles as set out in the FHS Volunteer Handbook, offering changes as necessary
- Maintain the animal records in our animal management software per policy.
- Following the PetSmart Adoption Guidelines and maintaining a relationship with the store manager.
- Making sure that our own internal guidelines and procedures are being followed, and when not, addressing the issues with the parties involved as needed.
- Having direct contact with Veterinarians as needed.
- Return phone messages and handle them appropriately
- Complete administrative tasks documenting animal from arrival to adoption including foster, veterinarian care
- Maintain complete records of Animals and Fosters
- Oversee the Foster placement, foster inspection and foster records
- Work with Animal Control to transfer animals into care
- Organize and chair Volunteer meetings

Qualifications/Requirements:

- Must be an active Fayette Humane Society volunteer
- Must be at least 25 with at least 3 years of volunteer service with FHS
- Warm, friendly, enthusiastic personality
- Comfortable interacting with cats



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- Strong communication skills
- Ability to effectively resolve conflicts that may arise with community members.
- Being knowledgeable about who we are and representing the FHS with integrity and trust.
- Commitment to the philosophy of Fayette Humane Society's practices and policies as per the FHS Volunteer Handbook
- Regular access to email and to social media in order to send, receive and monitor updates
- Must be computer literate; proficient with Microsoft Office and Google Sheets
- Experience in Shelter Management desired
- Must be able to multi-task
- Detail oriented
- Strong knowledge of animal care and behavior
- Comfortable in a fast-paced environment

Time Commitment and Location of Work:

- 15-20 hours per week
- Volunteer meeting locations and Peachtree City PetSmart