

## **KPA! Assistant to Cat Coordinator**

We are seeking a dedicated and compassionate individual to join our Kerrville Pets Alive! team as the Assistant to the Cat Coordinator. As the Assistant to the KPA! Cat Coordinator, you will play a crucial role in the day-to-day operations of our feline care program. Your responsibilities will include assisting the KPA! Cat Coordinator in managing the well-being, health, and placement of cats within the Kerr County Animal Services shelter and the KPA! Safe House. This position requires a love for animals, excellent organizational skills, and the ability to work collaboratively with a team.

### Responsibilities:

1. Provide hands-on care for cats, including feeding, cleaning, and grooming as needed.
2. Assist at KPA! adoption events and promoting the adoption of cats to find loving homes.
3. Assist the KPA! Cat Coordinator with registration at Clinics and assist with keeping accurate records.
4. Help manage and coordinate KPA! volunteers involved in cat care activities.
5. Participate in educational outreach programs to promote responsible pet ownership and cat welfare.
6. Contribute to the creation and implementation of enrichment programs for cats in the shelter.
7. Assist in maintaining a clean and organized cat care area within the KCAS shelter & KPA! Safe House

### Qualifications:

1. Passion for animal welfare, particularly in the care of cats.
2. Previous experience working in an animal shelter or similar environment is preferred.
3. Proficiency with MS Excel and Word.
4. Strong organizational and multitasking skills.
5. Excellent interpersonal and communication skills.
6. Ability to work independently and as part of a team.
7. Comfortable handling cats of all temperaments.
8. Basic knowledge of cat behavior, health, and welfare.
9. Flexibility to work weekends or evenings as needed.
10. Physical ability to lift and carry cats, bend, and perform other tasks related to cat care.

If you are passionate about making a positive impact on the lives of cats in Kerr County and are dedicated to their well-being, we invite you to apply for the position of KPA!

Assistant to the Cat Coordinator. Join our Kerrville Pets Alive! team and help create a better future for feline friends in need!