



### **Cat Care Coordinator / Team Leader**

Cat Depot, a unique resource for rescue, adoption and education, is looking for an outstanding team coordinator who is positive, agile and energetic, passionate about cats, and a strong leader. Whether you are an experienced manager/supervisor who enjoys delegating and project management, or looking for a great opportunity to grow your career, this position is the glue that holds it all together.

The Cat Care Coordinator is ready to jump right in – as a feeder leader, organizer, and cleaner, as well as mentor, trainer and supervisor of a truly excellent group of people who always put cats first. Scheduling, interviewing, protocol development, conducting meetings, and working with department managers throughout Cat Depot to ensure communication and continuity of care are key. Developing relationships with volunteers and visitors and being a resource for them and other employees very important.

Understanding of cat behavior and diseases, and previous experience working with cats is a big plus. Passion for cats and desire to improve their world, a must. Ability to lift and carry 50 pounds for 100 feet; bend and reach; work with a variety of cleaning agents, and willingness to work a flexible schedule including weekends and holidays is required. Help with special events, building maintenance, pick-ups and deliveries of heavy supplies and emergency cat rescues, are part of this position. Must have a valid driver's license, good driving record and current vehicle insurance coverage. No smokers please, as we are a non-smoking facility and property. Competitive wage and health benefits. Please email resume with a cover letter stating why you want this position to [dianad@catdepot.org](mailto:dianad@catdepot.org). No phone calls or walk-ins please.

Job Type: Full-time

Job Location: Sarasota, FL

Required education: Some College