Spaying Capital Region Unowned Feral Felines

Volunteer Position Description

Trap Lease Co-Coordinators

Help make a direct impact on reducing the feral cat population in our community. Trap Lease Co-Coordinators play a key role in SCRUFF's Trap-Neuter-Vaccinate-Return (TNVR) efforts by managing the loan of humane traps to the public. This behind-the-scenes role combines organization, communication, and compassion—supporting both community members and the cats who depend on this program.

You'll work as part of a small team to coordinate trap requests, track inventory, and ensure traps are safely distributed and returned. With flexible scheduling and a manageable monthly time commitment, this is a great opportunity for someone who enjoys meaningful, organized volunteer work that directly supports animal welfare.

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1. Overview

Trap Lease Co-Coordinators manage SCRUFF's humane trap leasing program, providing free trap loans to the public to support feral cat spay/neuter efforts.

They handle requests that come through the SCRUFF phone line, coordinate trap distribution and return, and maintain program procedures and records. The program operates on an honor system, with donations encouraged. SCRUFF encourages the use of technology to improve the program, its effectiveness and efficiency.

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2. Key Responsibilities

- Respond promptly to trap lease requests that are communicated by phone volunteers
- Coordinate trap pick-up and return with borrowers by calling individuals directly
- Educate on trap use and best practices, referencing our website for extra details
- Record/maintain lease details (borrower info, trap ID, dates) in the shed notebook and on the SCRUFF Google Drive
- Follow up with borrowers on overdue traps 2 weeks post-spay clinic
- Ensure traps are cleaned upon return and sanitized prior to next lease
- Clean trap, if necessary, at trap shed or nearest car wash (costs can be reimbursed, save receipts)
- Arrange repairs or tag replacement with Trap Equipment Associate
- Assist Trap Equipment Associate with inventory (twice annually or as needed)
- Suggest updates to lease form, trap lease procedure, and website content as needed
- Help maintain organization of the trap shed
- Review program annually and suggest improvements

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3. Workflow & Schedule

- **Peak Season (March–November):** Highest activity around monthly spay clinics (typically 3rd Sunday)
- **Off-Season:** Focus on inventory, maintenance, and improvements
- **Time Commitment:**
  - 2–3 times per month
  - ~4–6 hours per month
- Flexible scheduling; some daytime weekday/weekend availability helpful

4. Work Location

- Remote (home)
- Trap Shed (Western Ave, Guilderland)

5. Qualifications & Skills

- Passion for animal welfare, especially feral/community cats
- Strong organizational skills
- Comfortable working with the public
- Basic tech proficiency (Google Drive, forms, email, text)
- Problem-solving ability and reliability
- Experience with humane traps is helpful (training provided)

6. Requirements

- Reliable transportation
- Ability to lift 10–15 lbs

7. Collaboration

Works closely with:

- Phone Committee
- Clinic Committee
- Trap Equipment Associate

8. Contact

Phone: 518-526-3372
Email: Contact@scruffcats.org