



Volunteer Position Description

Trap Equipment Associate

Help make a direct impact on reducing the feral cat population in our community. Trap Equipment Associates play a key role in SCRUFF's Trap-Neuter-Vaccinate-Return (TNVR) efforts by overseeing the inventory of working humane traps loaned to the public. This behind-the-scenes role combines organization and communication supporting both community members and the cats who depend on this program.

You'll work as part of a small team to ensure traps are in working condition before being loaned to the borrowers. With flexible scheduling and manageable monthly time commitment, this is a terrific opportunity for someone who enjoys meaningful, organized volunteer work that directly supports animal welfare.

1. Overview

The Trap Equipment Associate (TEA) manages inventory, maintains traps, and orders humane traps as a part of the feral cat trap loan program. This is a year-round position that can be held by one person or shared by two people.

The flow of the work is centered around the spay day clinics which are held on the third Sunday of each month, March through November. During the busy season, most activity occurs from about a week before to a week after the spay day clinic. From December through February, the primary activities are maintenance, ordering, receiving, asset tagging and organizing of traps in preparation for the clinic season. The schedule is more flexible during the winter months.

2. Key Responsibilities

- Work with the Trap Lease Coordinator(s) (TLC) and Treasurer annually to determine the number of traps needed and estimated cost for the budget (December)
- Order Tru-Catch 30LTD traps as needed (January)
- Order asset control tags as needed (January)
- Apply asset control tags to new traps and to current inventory as needed (February)
- Conduct and log the trap inventory semi-annually (December and February)
- Record total trap count and each trap's unique identification number semi-annually on inventory spreadsheet in a trap inventory folder on SCRUFF Google Drive (December and February)
- Assist in the organization and security of trap shed year round
- Ensure traps are in good working order; repair as needed throughout the year
- Communicate with the TLC on inventory and trap condition as needed and on a regular basis

3. Workflow & Schedule

- **Peak Season (March–November):** Highest activity around monthly spay clinics (typically 3rd Sunday)
 - **Off-Season: Two to four times per month from December through February**
 - **Time Commitment:**
 - 2–4 hours per week during peak season
 - 4–6 hours per month during off season
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4. Work Location

- Remote (home) and
 - Trap Shed (Western Ave, Guilderland)
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5. Qualifications & Skills

- Passion for cats and compassion for the plight of community and feral cats
 - Well organized and a team player
 - Prior experience working with humane traps and/or willingness to learn trap operation, maintenance, and repair
 - Basic familiarity and comfort with standard business technology including, but not limited to the use of Google Drive, fillable forms and spreadsheets, search engines, email, and text communications
 - Handy, good with tools and mechanical things
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6. Requirements

- Reliable transportation
 - Ability to lift 10–15 lbs.
 - Basic tool set
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7. Collaboration

Works closely with:

- Trap Lease Coordinators(s)
 - Treasurer
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8. Contact

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