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# Cat Marketing Team: Location Tracker Volunteer Position

### **DESCRIPTION**

This position involves creating a report from the APA! Database; organizing this data in Excel, and editing our main Google Docs spreadsheet to make sure it reflects the location of each cat correctly. This is utilized and input from the End-of-Day Reports.

The basic function is to maintain location data integrity pertaining to the APA! Cat Program feline census as location changes and adoptions occur.

### **WORKING RELATIONSHIPS**

This position reports to the Cat Marketing Manager.

This position works with other Cat Marketing Team volunteers.

### **DUTIES AND RESPONSIBILITIES**

- Using shelter software, email, and GoogleDocs, update spreadsheet/s on cat location
- Update cat locations in shelter software as census changes occur

### **REQUIRED QUALIFICATIONS**

- Access to email and internet
- Experience with spreadsheets, Excel, and/or Google Docs.
- Able and willing to adhere to confidentiality protocols

### **EXPECTATIONS**

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.

### **TIME COMMITMENT**

Flexible. 30 min+ per week, depending on the amount of adoptions or activity that day. This update is completed evenings (or by 9am the following day). Volunteers are requested to commit to a specific day(s) of the week to help manage workflow.

### **LOCATION**

Offsite/Remote Position (telecommuting)

*Please note, all volunteer positions are unpaid and do not qualify for employee benefits.*