



## SAYv Petsmart Lead

We are looking for a passionate and dedicated **SAYv Petsmart Lead** to support our SAYv team in cat care at our Petsmart Geneva location, oversee adoption processes and volunteer engagement. This role is ideal for someone who loves animals, excels at organization and communication and is excited about finding forever homes for SAYv cats.

The SAYv Petsmart Lead will support both in-store and virtual operations. Days and hours in-store may vary from week-to-week, although some regular recurring in-store hours will be required (for example, every Saturday and Sunday from x to x).

### Contractor role details

- 20 hours per week, \$20 per hour
- Role is funded until 12/31/2025
- 1099 contractor status required (must have EIN and business bank account or willingness to create one quickly)

### **Key responsibilities**

- Oversee in-store cat care, including intake, rotation and daily care
- Screen and process adoption and volunteer applications
- Coordinate volunteer recruitment, training, scheduling and communication
- Create and organize processes and procedures for Petsmart volunteers
- Support event planning and partnership development
- Support marketing efforts, including in-store and on social media channels
- Support planning and executing strategy to increase in-store adoptions

### **Requirements**

- Passion for animal welfare and non-profit efforts
- Experience with handling cats
- **Highly proficient with technology**, including databases, Google Suite, and social media platforms, with the ability to quickly learn and navigate new software systems
- Strong communication and organizational skills
- Personable, outgoing personality; comfortable speaking to crowds
- A hands-on, "roll up your sleeves" approach in order to tackle challenges and actively contribute to the team's success
- Ideally, experience managing and coordinating teams
- Ability to stand for long periods, lift up to 40lbs, and perform cleaning tasks
- Must have a laptop and be available to work every weekend
- Must have own method of transportation
- **1099 contractor status required (must have EIN and business bank account)**



**Application:**

Please apply here: [PETSMART LEAD APPLICATION](#)

You can email us with questions at [petsmartgeneva@sayvanimals.org](mailto:petsmartgeneva@sayvanimals.org) (please note: responses will be subject to volume and availability as we are a small team of volunteers)