



ANIMAL SERVICES VOLUNTEER JOB DESCRIPTION

Job Title:	Adoption Partners (Rescue) Coordinator
Location:	Administrative Office and Kennels
Work Hours:	1+ Hour shifts, Monday – Friday between 10am and 4pm

Job Duties:

Network with approved rescue organizations for the purpose of transferring impounded animals that are not otherwise claimed or adopted.

Familiarize self with impounded animals, temperaments, release dates, etc.

Contact relevant rescue organizations to coordinate the transfer of impounded animals.

Email photographs and other documents to rescue organizations.

Recruit qualified rescue organizations and make initial contact to determine interest.

Document work performed in writing and in computer system.

Assist in transporting animals to rescue organizations (optional).

Post information or photographs of animals where resources are available.

Participate in community activities, adopt-a-thons, fund-raising, etc.

Skill-Set Requirements:

- Basic knowledge of common animal breeds and descriptions
- Ability to communicate professionally via telephone and in writing
- Ability to document work performed in detail
- Ability to navigate the Internet and email and to upload/post pictures and other information
- Ability to quickly and easily learn new software and document work performed

Requirements (special clothing boots, tools, gloves, etc.):

- Casual clothing
- Closed-toed shoes



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