

**Humane Animal Rescue**  
**JOB DESCRIPTION**

**Title:** Animal Relocation Coordinator  
**Department:** Admissions & Relocations  
**Reports to** Associate Director of Admissions & Relocations  
**FLSA Status:** Nonexempt/Full Time  
**Date Revised:** 9/19/2018

**SUMMARY**

Humane Animal Rescue is the second largest shelter for animals in Pennsylvania and the only shelter that includes a Wildlife Center. Every year, our staff provide care to over 15,000 companion and shelter animals.

The Animal Relocation Coordinator serves as primary contact and coordinator for the relocation program within the mission and goals of the Humane Animal Rescue. Functions as a vital member of the Admissions & Relocation team by coordinating the transfer of animals into and out of our organization. Recruits, establishes, and maintains strong working relationships with partner shelters and rescues. The Animal Relocation Coordinator works closely with the admissions team, medical team and animal care team.

**PRINCIPAL RESPONSIBILITIES**

- Relocation
  - Coordinate with Associate Director of Admissions & Relocation to approve transport lists for incoming transports
  - Collect and distribute necessary animal data between partners includes but not limited to photographs, descriptions, medical background, and other important information
  - Partner with the Animal Relocation Veterinary Technician to complete both behavior and medical evaluations at our partner shelter facilities
  - Safely load and unload animals into relocation vehicle for transport to and from our facilities
  - Build and strengthen relationships with both shelter and rescue partners of HAR
  - Draft and update the forms and guidelines, and develop and evaluate work processes to ensure the program's success and to optimize growth potential
- Driving & Transportation
  - Transport animals to and from transport partner shelters and rescues
  - Drive defensively with care and caution always observing driving rules
  - Ensure comfort of animals being transported by monitoring temperature and appropriately securing animals inside vehicle
  - Communicate late or early arrivals of transports to Animal Services Management
  - Prepare animals to be loaded into transport crates and traps by safely walking dogs and sanitizing patients as needed
- Safety & Sanitizing
  - Sanitize the animal compartment of transport vehicle and transport crates regularly
  - Perform preventative vehicle maintenance checks on a regular basis
  - Clean and sanitize animal holding areas and follow established disease control protocols.
  - Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk
- Customer Service & Administrative
  - Provide excellent customer service to transport partners and volunteers all times
  - Prompt communication of vehicle maintenance needs to management and operations team
  - Maintain clear and accurate transport logs to ensure all animals aboard vehicle are accounted for and that proper medical records are completed
  - Produce and maintain complete and accurate reports weekly
  - Precise recording of transactions and record keeping
  - Attend staff meetings and training classes
  - Perform other duties as assigned and assist with special projects as needed.

## **QUALIFICATIONS**

- Passion for animals and animal welfare.
- Experience in animal behavior, handling, and care in the shelter environment, including those with health and behavioral challenges
- Must have valid PA driver's license with good driving record.
- Ability to work and think independently; proven organization skills with attention to detail.
- The ability to make rational decisions and be professional in an emotional environment/situation.
- Strong communication and interpersonal skills; ability and desire to interface with the public, volunteers, and key organizational partners.
- Ability to rationalize when faced with emotional decisions.
- Ability to stay focused on the priorities of the job; strong time management skills with the ability to handle numerous responsibilities at once and work well under pressure.
- Must be able to work standing or sitting for 8-10 hours.
- Must be able to lift 60 lbs.
- Weekend and evenings are required
- Experience with Microsoft Office and web browsers.

### **Work Environment:**

When handling animals, there is a potential for animal bites, exposure to zoonotic diseases, animal dander and noise. Potential for working with angry or irate customers. The employee will primarily be working in the shelter environment. The noise level in the work environment is usually moderate.

### **Physical Demands:**

While performing the duties of this job, the employee is required to bend, stand, stoop, walk, sit, talk, listen, hear; use hands to finger, manipulate, handle, or feel; and reach with hands and arms. This role routinely requires handling of animals in varying degrees of behavior and requires keen observational skills, as well as dexterity with a leash and other training equipment used with both cats and dogs. The employee must be able to lift and/or move up to 60 pounds. The employee is frequently required to lift or handle animals, carriers, and other equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **Travel:**

- Travel transporting animals around the Pittsburgh region is required. Company vehicle is provided for transporting animals.

### **Required Education and Experience:**

- Associates Degree of higher education preferred.
- Degree in animal or social work/psychology area helpful.
- At least 2 years work experience with animals, preferably in a shelter setting.