Humane Animal Rescue

Job Description

Job Title: Off-site Adoption Coordinator
Department: Offsite Adoptions
FLSA Status: Non-Exempt Full Time
Reports to: Off-site Adoption Manager
Date Revised: May 17, 2017

PRINCIPAL ACCOUNTABILITIES

1. Uphold the mission of the Humane Animal Rescue throughout all responsibilities of the position
2. Understand and support the Open Door Philosophy of the Humane Animal Rescue
3. Actively engage in and work as a team with HAR employees and volunteers
4. Drive cats, dogs and supplies to Offsite locations (estimated at least 3+ hours of driving per day)
5. Transport healthy cats to the off-site locations and transport sick cats to the shelter within 24 hours of notification.
6. Fill in for open shifts at off-site locations when necessary
7. Responsible for staying up-to-date with infectious disease management and policies and educating and informing the off-site employees regarding these policies.
8. Complete the required paperwork for all cats, ensuring that the medical and adoption paperwork is correct.
9. Return off-site adoption phone calls/emails and resolve issues related to these locations.
10. Ensure retail sites have an ample supply of cardboard cat carriers, blank kennel cards, adoption contracts, medical release forms, appropriate brochures and current HAR signage, etc.
11. Provide excellent customer service

QUALIFICATIONS

1. Knowledge and experience in the care and welfare of cats and dogs. Experience with other companion animals is also helpful.
2. Knowledge of the HAR and ability to represent the agency in a positive light
3. Excellent customer service
4. Prior shelter experience is helpful but not necessary.
5. Valid PA driver’s license - with driving record clear of violations
6. Knowledgeable about basic computer usage and Microsoft programs
7. Able to work a flexible schedule that includes evenings and weekends.
8. Must be physically capable of carrying up to 50lbs at a time
9. Must be able to maintain a stationary position for 60% of the time
10. Must be physically capable of walking and handling animals of various sizes
11. Must have reliable transportation