

ANIMAL CARE COORDINATOR

"improving the Lives of lost, and abandoned animals in West Richland"

VOLUNTEER POSITION DESCRIPTION

REPORTING TO: ASAP Board of Directors (monthly)

SUMMARY AND FUNCTION OF POSITION: This position will act as liaison between the ASAP Organization, foster and adoptive families, and veterinary clinics, coordinating veterinary care and transportation for impounded animals in a friendly, cost effective, and efficient manner, and is a critical part of the ASAP leadership team.

ESSENTIAL RESPONSIBILITIES AND TASKS: Under the instruction of the ASAP President and/or West Richland Animal Control Officer this position will assume responsibility for making initial contact with WRAC to determine veterinary care needs for impounded animals; make and coordinate veterinary appointments; provide transportation of animal to and from veterinary appointments if necessary; complete documentation on animal for ASAP, WRAC, and foster or adoptive families; provide follow up to foster/adoptive family on future suggested appointments.

QAULIFICATIONS/SKILLS DESIRED:

- Animal focused
- Peer and client service skills
- Able to prioritize
- Action oriented
- Organized
- Fluent in English
- Uses appropriate grammar and vocabulary
- Shows initiative
- Basic computer skills

SPECIAL WORKING CONDITIONS: Able to be comfortable around pets; must have access to computer; Able to work special hours, evenings, or weekends as able.

SCHEDULE: On call –keeping the needed veterinary care of the animal a priority at all times, this volunteer position may go for days or weeks without needing to coordinate care, then be faced with multiple animals needing attention. Flexibility and knowing when to ask for help are critical to this position.

FOR MORE INFORMATION, CONTACT:

Adopt Shelter Animal Pets
email: asapinfo@frontier.com
(509) 420-0874