



JOB TITLE: Transport Coordinator

DEPARTMENT: Safety Net – Transport/Foster

JOB CLASSIFICATION: Full Time; Hourly, Non-exempt

ACCOUNTABILITY: Safety Net Manager

SCHEDULE: This position is a member of the ARLGP leadership team and schedule is determined as the organization's needs dictate.

PRIMARY PURPOSE

Our life-saving efforts welcome cats, dogs, and small animals to our organization from more than 60 partner shelters and rescue groups across the country. Our safety net spans thousands of miles across our great state and beyond to help overcrowded shelters and give homeless pets a greater chance of adoption.

The Transport Coordinator position develops new partnerships and strengthens existing shelter partnerships, selects appropriate animals for transfer between ARLGP and transport partners, safely transports animals to / from the designated location when needed, and ensures partners comply with all local, state and national transport requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Build and maintain mutually beneficial working relationships with partner organizations.
- Ensure compliance with State of Maine import regulations and adhere to ALRGP SOP's for intake and care.
- Assist in the selection of behaviorally and physically healthy animals for transport in accordance with state guidelines.
- Properly communicate and provide departments with upcoming transport information (medical, identification, special needs, etc.)
- Perform data entry and intake of transported animals.
- Oversee and direct transport volunteers. This includes training, cultivating, and scheduling volunteers who are an integral part of the transport arrival process.
- Coordinate and drive animals, if needed, to and from shelter location or other approved location(s).
- Maintain thorough and accurate recordkeeping, including transport program statistics and reports.
- Maintain a thorough understanding of ALRGP policies and procedures to include knowledge of shelter illnesses and disease transmission, as well as effectively reducing stress of animals according to protocol.
- Clean and sanitize animal compartment of vehicle and equipment after use
- Assist with other organizational needs, such as cleaning of pet enclosures, adoptions and admissions and tasks as assigned to ensure a positive public image, enhance the operation of the organization, and improve the quality of life for animals.
- Other duties as assigned.

SKILLS & REQUIREMENTS:

- Associate's Degree or higher education preferred, or two to five years of related experience and/or training, or equivalent combination of education and experience.
- Basic veterinary medical knowledge and the ability to effectively communicate medical needs with Clinic staff.
- Fear Free Shelters Certification or ability to obtain upon hire.
- Valid ME driver's license with acceptable driving record.
- Must be able to safely handle animals in all conditions, including those who are in pain or under stress.
- Familiarity with computer data entry is preferred; ability to learn software program.
- Physical Requirements
 - Able to scoop, bend, twist, squat, kneel, grip, reach and lift 50 pounds with reasonable accommodations.
 - Able to sit at a computer workstation and type and use a mouse for 2-4 hours at a time as part of normal job functions.
 - Stand and walk for an entire shift and move safely through all areas of the clinic and campus, which may include stairs, uneven or slick surfaces.

WORK ENVIRONMENT

- Work is performed in an animal shelter. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Material Safety Data Sheets, anesthetics, sharp objects, and potential hostile persons and/or dangerous and fractious animals.