



JOB TITLE: Safety Net Coordinator

DEPARTMENT: Feline and Small Animal Manager

JOB CLASSIFICATION: Full Time; Hourly, Non-exempt

ACCOUNTABILITY: Feline and Small Animal Manager

SCHEDULE: This position is a part of a team who's schedules must be maximized to meet the needs of the clients and shelter, a 7 day a week 7am-6 pm operation.

PRIMARY PURPOSE

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 through our transport and foster programs.

The Safety Net Coordinator position helps to secure foster homes for animals in our care and assists in all areas of transport coordination, including state compliance for transport and utilizing best practices for transporting companion animals.

TRANSPORT PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 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.
- Create, edit and update transport program SOP's
- Other duties as assigned.

FOSTER PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Act as a point of contact for prospective fosters in the community.

- Maintain accurate records for individual fosters including applications, affiliations, skills, and training in the volunteer management database.
- Facilitate appropriate placement of eligible animals into the foster care system.
- Ensure animals are ready to move into a foster home, including vaccines, medications and supplies are administered/prepared.
- Communicate with foster caregivers in a timely, efficient, and thorough manner.
- Coordinate pick-up with foster families by providing all needed information about the animal to set the foster family and foster animal up for a successful experience.
- Manage foster supplies and determine needs/shortages with regard to budget.
- Respond to after-hour foster needs and determine best course of action with support of Feline and Small Animals Manager and veterinary team.
- Work with veterinary team to schedule/communicate/coordinate foster pet medical needs and concerns.
- Work with Behavior Team to provide ongoing behavioral support and educational resources to foster caregivers.
- Engage with new foster applicants and coordinate/manage the new foster onboarding process.
- Actively recruit and develop initiatives to expand the number of animals able to be placed in foster homes.
- Coordinate with the animal care teams to ensure foster caregivers are receiving thorough pet information and communication regarding medical needs and adoption timeline.
- Create and update foster program SOP's as program evolves.
- Update ARLGP foster social media account to engage with the foster community.
- Able to follow protocols of safe animal handling, disease control, treatment and prevention.
- Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies, animal care and euthanasia.
- Able to accept constructive feedback and follow directions to maintain a safe work environment.
- Manage department end of day reporting.
- 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.