Position Title: Rescue Coordinator Clerk

Department: Animal Shelter/Impound Center

**Reports to:** Shelter Manager

Classification: Full Time

### Summary:

The Rescue Coordinator Clerk is responsible for assisting with the animal rescue program which includes working closely with staff, rescue groups, and organizations to provide shelter animals with an alternative to euthanasia.

### Essential Duties and Functions:

1. Work effectively with the Rescue Coordinator and other staff to build and maintain animal rescue program.
2. Maintain proper rescue group documentation and records.
3. Responsible for monitoring emails and phone calls regarding the animal rescue program.
4. Model and encourage the humane treatment of animals.
5. Represent the organization is a positive manner by maintaining a professional appearance.
6. Work effectively with the Shelter Manager, Rescue Coordinator, and other staff to build and maintain animal rescue protocols.
7. Provide humane education opportunities involving the animal rescue program to increase awareness and promote a positive public image.

*Record Keeping*

1. Perform discharge duties for animal rescue groups.
2. Maintain neat and organized files related to animal information and outcomes.
3. Update memos routinely and accurately to provide the best possible information for the receiving staff
4. Update daily the list of animals determined to be eligible for the rescue transfer program and/or a list of rescue groups that have been contacted and/or confirmed to receive a shelter animal.
5. Maintain proper rescue group documentation and records.

*Facility Care*

1. Ensure that the work stations and equipment are kept clean, organized, and in working order.
2. Restock supplies as needed
3. Accept responsibility for overall facility care by removing trash and debris throughout the facility as noticed.
4. Adhere to organizational guidelines and policies for cleaning, disinfection and disease control.

*Animal Care*

1. Adhere to organizational policies regarding animal care
2. Report all health and behavior concerns to the Shelter Manager or proper personnel.

*Volunteers*

1. Work cooperatively and professionally with all volunteers and recognize and acknowledge their work and contributions to the organization.

*Safety*

1. Follow all organizational safety guidelines, including exhibiting proper animal handling techniques and wearing appropriate safety gear and PPE.

### Physical Requirements and Work Environment

1. Work is performed in a kennel/shelter setting
2. Frequent bending, reaching, kneeling, walking, and sitting at a computer workstation up to eight hours.
3. Exposure to zoonotic diseases.
4. Subject to possibility for animal bites and scratches.
5. Occasional lifting of up to 50 pounds may be required.

### Qualifications:

1. High School Diploma or equivalent
2. Excellent Customer Service Skills
3. Available to work flexible scheduling if required

### Knowledge, Skills and Abilities:

1. Commitment to the mission, values, goals and successes of The Humane Society of Greenwood
2. Highly motivated, outgoing, polite and professional manner
3. Team player, able to work in a fast paced, multi-tasking environment.
4. Compassion for animals, comfortable working with and around animals in the shelter environment and willing to accommodate animals in the workplace.
5. Knowledge of animal breeds and behavior is helpful.
6. Strong computer skills in a Microsoft Windows environment is preferred.
7. Ability to communicate effectively, strong interpersonal skills and adaptability.

**This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description does not establish a contract for employment. The Humane Society of Greenwood is an at-will employer.**