



Safe Place FOR PETS

Job Description

Position Title: Feline Coordinator

Position Summary: The Feline Coordinator abides by and actively supports the vision, mission and values of Safe Place for Pets. This person acts in the best interest of the felines in program as well as those that may come into program, and is a liaison between the surrenderer of a pet, the Safe Place Program, and any/all potential adopters. The coordinator maintains a healthy relationship with foster volunteers to create a scenario where both the pet and foster are a good fit for one another and acts on potential adopter information provided by the Intake Coordinators. The Feline Coordinator accurately explains to potential surrenderers how our program works to set the process in motion for a successful pet intake and conclusion to the adoption process. This position reports to the Operations Coordinator.

Tasks Include:

- 🐾 Responding to potential surrender and adoption leads from the Initial Contact Coordinator(s).
- 🐾 Coordinating intake of pets (including pictures) provided the intake meets the Safe Place mission.
- 🐾 Confirming and updating the pet's bio based on information from the foster family.
- 🐾 Transporting pets in personal vehicle.
- 🐾 Providing a synopsis of each pet from conversations to other Safe Place stakeholders within 24 hours of intake.
- 🐾 Ensuring a completed pet packet is submitted to the Operations Coordinator.
- 🐾 Communicating with the Foster Coordinator and/or Foster families with regards to new intake requirements or special needs.
- 🐾 Submitting pet adoption donations to Treasurer within 1 week of receiving them.
- 🐾 Approving pet expenditures per pet up to \$500 (over that must go to the Board) and recommending vet visits, when necessary, for our in-program pets.
- 🐾 Attending placement committee meetings and training sessions.
- 🐾 Maintaining relationships and regular communication with current fosters.
- 🐾 Meeting with potential adopters to facilitate a successful conclusion to the adoption process.
- 🐾 Reporting volunteer hours to the Volunteer Assistant.

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____