



# CAT ADOPTION COORDINATOR

## Position Overview:

The Cat Adoption Lead plays a crucial role in the successful transition of animals into the care of Meant 2B Loved Pet Rescue Society. This volunteer position requires strong organizational skills, attention to detail, and a deep commitment to animal welfare.

## Key Responsibilities

- Monitor incoming applications for cats in our care and determine the suitability of the potential adopter.
- Facilitate meet and greets
- Perform home inspections
- Perform reference checks
- Notify both successful and unsuccessful applicants (gently) of their status.
- Connect with cat contracts assistant (if applicable) to let them know to send a contract.
- Once a signed contract and payment has been received, arrange pickup or transportation to new home.
- Update the animal's status in Trello (or ask designated volunteer to do so)
- Follow-up with the adopter within 2 weeks to ensure transition is going smoothly (or have designated volunteer do so)

## Qualifications:

- Passion for animal welfare and a deep understanding of cat behavior and needs.
- Strong communication and organizational skills.
- Ability to work collaboratively with different teams and volunteers.
- Experience with animal rescue, fostering, or adoption processes is a plus.
- Comfortable handling animals and transporting them safely.
- Familiarity with Trello a plus, but not required.