



Dog Team Assistant

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Reports to: Dog Team Lead, Animal Welfare Operations Coordinator (AWOC), Board of Directors

Collaborates with: Foster Lead, Animal Behaviour Coordinator, and other necessary roles.

Position Overview:

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The Dog Team Assistant is a vital member of the Meant 2B Loved Pet Rescue Society, supporting the Dog Team Lead in all aspects of dog care and adoption. This role ensures dogs in our care are given the best possible chance for a healthy and happy future by assisting with intakes, vet appointments, behavioral assessments, training, and adoptions.

Key Responsibilities

1. Intake Coordination

- Assist with the intake process, including transporting dogs to foster homes or shelters.
- Help prepare necessary documentation for each intake.

2. Veterinary Appointments

- Schedule and transport dogs to and from veterinary appointments (e.g., vaccinations, spaying/neutering, medical exams).
- Communicate with the Dog Team Lead and fosters regarding veterinary care updates.

3. Assessments and Training

- Arrange behavioral assessments or training sessions for dogs as needed.
- Support the implementation of training plans in collaboration with fosters or trainers.



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4. Adoption Facilitation

- Help review adoption applications in conjunction with the Dog Team Lead.
- Arrange and participate in meet-and-greets between prospective adopters and dogs.
- Assist with adoption paperwork and post-adoption follow-ups.

5. Record Keeping

- Maintain accurate records of dog intake, medical care, training, and adoption statuses.
- Ensure documentation is organized and shared with relevant team members.

6. General Support

- Work closely with the Dog Team Lead and Animal Intake Assistant to prioritize tasks.
- Be available for emergency transport or urgent needs when possible.

Qualifications

- **Passion for Animal Welfare:** Commitment to the mission of Meant 2B Loved Pet Rescue Society.
- **Team Player:** Ability to work collaboratively with a diverse group of volunteers and fosters.
- **Organized and Detail-Oriented:** Strong organizational skills to manage schedules and records.
- **Reliable Transportation:** Access to a vehicle for transporting dogs as needed.
- **Communication Skills:** Strong verbal and written communication skills.
- **Flexibility:** Willingness to adapt to changing priorities and occasional urgent needs.
- **Physical Ability:** Comfortable handling dogs of varying sizes and temperaments.



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Commitment:

This position requires flexibility based on the needs of the dogs in care. Some weekend and evening availability may be required to accommodate adoption schedules.

Training and Support

- Orientation and training provided by the Dog Team Lead.
- Ongoing guidance and support as needed.