



# DOG TEAM COORDINATOR

## Overview:

The Dog Team Coordinator is a dedicated and experienced individual with a passion for animal welfare and previous experience working with dogs, either through personal ownership or volunteer work. This individual oversees the intake, care, and adoption of dogs in M2BL's care.

## Responsibilities:

- Take the lead in finding suitable foster homes for rescued dogs.
- Coordinate and book appointments for veterinary care, grooming, and other necessary services.
- Transport dogs to and from appointments, as well as to training sessions.
- Assist in the recruitment, training, and supervision of other volunteers involved in dog-related tasks.
- Help to provide a smooth transition for dogs moving from foster care to permanent homes.
- Maintain accurate records of dog care, medical history, and placement status as well as dog intake and adoption numbers.
- Provide guidance and support to fosters as needed, including addressing behavioral concerns and facilitating training opportunities.

## Qualifications:

- Previous experience working with dogs, either through personal ownership, volunteer work, or professional experience.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Reliable transportation and willingness to travel as needed.
- Availability during daytime hours for appointments and other responsibilities, preferred.
- Commitment to the mission and values of Meant 2B Loved Pet Rescue Society.
- Proficiency in computer processing.

## Time Commitment:

This is a volunteer position with flexible scheduling. However, some evening/weekend work may be required based on the needs of the Dog Team.