

# Okandogs Position Description

## Position Title:

Shelter Coordinator, Full-time

## Schedule:

Salaried: 40 hours per week (Tues-Sat with flexibility as needed); Located on-site at Cashmere facility.

**Summary:** The Shelter Coordinator is responsible for recruiting, training and providing support to Okandogs employees, volunteers and foster families. S/he will develop program documents including employee/volunteer/foster orientations, training manuals and handouts. The Coordinator is responsible for reviewing employee, volunteer and foster applications and responding to applicants in a timely manner. S/he engages with the local community to raise awareness and increase the number of volunteers and foster homes in the program, including preparing presentations for local philanthropic and community organizations. The Coordinator manages both on-site and off-site dog medications and vaccinations and works with the staff and foster families to ensure compassionate and attentive dog care is provided at all times. The Shelter Coordinator is additionally responsible for interacting with other shelters to manage and expand our transfer program. S/he will comply with transfer requirements and facilitate all dog transfers from Okandogs.

## Primary Duties & Responsibilities

- Recruit employees, volunteers and fosters via ads on social media, print and community outreach.
- Review and vet applications, contact potential candidates to determine a good fit, and train as appropriate.
- Complete or arrange for home checks for all foster program applicants.
- Create and maintain a complete volunteer and foster list, including foster preferences, to post at Okandogs.
- Create and update training and general information materials for the volunteer and foster program.
- Manage the onboarding and training of all new employees, volunteers and foster families and provide supplies as needed.
- Schedule employee and volunteer shifts and monitor performance.
- Inventory and manage all supplies related to volunteer and foster care and request replenishment as needed.
- Contact active fosters on a regular basis to ensure they have everything they need and notify them of any up-coming vaccinations.
- Reach out to volunteers on a regular basis to make sure that they are enjoying their time and to thank them for their service.

- Coordinate photography of all dogs in foster care, keeping posted photos current.
- Assist in coordinating dog transfers to other shelter facilities and completing the required transfer paperwork.
- Assist and coordinate transporting dogs for medical care and transfer as requested.
- Assist the founders with dog adoptions, in-take requests and any other duties as needed.

## **Qualifications**

1. Experience with handling dogs and knowledge of dog behavior. Minimum one-year experience working with shelter/rescue dogs is preferred.
2. Employee management experience required. Strong leadership, training and organizational skills.
3. Self-motivated and flexible with demonstrated ability to prioritize and perform multiple tasks in a fast-paced work environment.
4. Excellent interpersonal and team building skills.
5. Ability to analyze current procedures and create and implement new or improved processes with the consent of the management team.
6. Strong verbal and written communication skills, including public speaking and engagement.
7. Vet Tech or veterinary skills desirable.
8. Must be computer literate; proficient in Microsoft Office and ability to learn other software as required. Experience with Shelterluv software a plus.
9. Cheerful, positive attitude and enjoy working with people and pets.
10. Dedicated to pet rescue and the mission of Okandogs.
11. Must be comfortable working both indoors and outdoors in all weather conditions.
12. Able to lift a minimum of 40lbs.
13. Current Washington State driver's license with acceptable driving record.

**Starting Rate \$22.00 - 25.00 DOE Annualized \$45,760 - \$52,000**

## **Benefits**

We offer a positive, fun work environment. As directed by the State of Washington, all employees accrue 1 hour of paid sick leave for every 40 hours worked. Employees may also qualify for paid family and medical leave. Mileage Reimbursement for travel.