



...TRANSITIONS DOGS AND CATS TO LOVING HOMES, SERVES AS A COMMUNITY RESOURCE, AND ADVOCATES FOR KIND, RESPONSIBLE PET CARE.

Job Title:

Petfixers Coordinator

Job Type: Contract

Hours: Approx. 60 per month (One weekend per month for clinics plus 40 other hours)

Pay Rate: \$900 per month (March – November)

Reports to: Executive Director

Job Summary:

The Petfixers Coordinator manages the effective administration of Great River Rescue's Petfixers mobile spay/neuter clinic. The position works with shelter staff and volunteers to coordinate, organize and carry out successful monthly spay/neuter clinics for the public: promotes the program in the community and ensures all aspects of the program operate efficiently, within budget parameters and to benefit the mission of Great River Rescue.

The Petfixers Coordinator supports Great River Rescue's mission, philosophies and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every GRR staff member and volunteer. Performs duties in a safe and professional manner, in accordance to GRR's Code of Conduct.

Program Management/Administration

- Recruit and train volunteers for the Petfixers clinics in coordination with the Executive Director.
- Communicate and coordinate with partner veterinarians.
- Track and order all medications that are part of the clinic approved protocol as requested by partner veterinarians.
- Ensure proper storage and handling of medications, complying with state and federal guidelines.
- Maintain adequate supplies for the trailer and clinics.
- Manage the registration and scheduling of clients.
- Ensure all registration forms and waivers are completed by clients and paperwork is properly processed and stored in compliance with GRR document retention policy.
- Along with the Executive Director and partner veterinarians, create and maintain clinic guidelines and procedural documents.
- Be the main point of contact with partner veterinarians and promote positive and constructive communication with veterinarians.

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- Oversee monthly clinics to ensure smooth administration.
- Keep trailer and clinic areas clean and organized within standardized protocols.
- Coordinate with shelter staff on clinic needs.
- Coordinate with shelter desk workers on client registration and questions.
- Develop, distribute and train staff on updates to clinic protocols and processes.

Outreach

- Promote and market Petfixers to ensure strong public awareness and participation.
- Conduct educational outreach on the benefits of spay/neuter.
- Seek governmental partnerships to further our goal of preventing pet homelessness.
- Seek sponsor and grant support.

Reporting

- Collect clinic data.
- Report spay/neuter clinic statistics to the shelter's Executive Director.
- Produces monthly reports for the organization's Board of Directors.

Qualifications

- High School Diploma or GED Equivalent.
- Must be 18 years of age or better.
- Bachelor's Degree in Business Administration or related field preferred.
- At least two years of business management experience.
- Proven management and leadership capabilities.
- Must be friendly and outgoing – able to provide quality customer service.
- Positive, “can-do” attitude with willingness to be flexible and work with the team.
- Excellent communication skills with the ability to convey the mission of Great River Rescue to a diverse set of stakeholders.
- Willingness to seek donations and community partnerships.
- Demonstrated ability to manage and train volunteers.
- Exceptional ability in program management with the ability to meet deadlines
- Ability to work independently with flexible hours.
- Meet requirements in GRR's Background Check Policy as outlined in the Employee Handbook.
- Must have access to shared files and database and be able to use personal phone for work purposes.
- Must be able to read, write and effectively communicate in English.
- Must be familiar with common office computers programs; and able to learn and utilize Animal Shelter Manager shelter database.
- Experience handling dogs and cats in a professional manner.

- At least one year of experience in veterinary office or shelter setting a plus but not required.
- Must be able to stand and work for long period of time.
- Must be able to lift and carry up to 50 pounds at a time.
- Must be able to safely handle large breed dogs.

Work Conditions

Works in an area with a high noise level. Requires handling of animals and exposure to fumes from cleaning chemicals. Exposure to volatile anesthetic chemicals, controlled substances, drugs such as antibiotics, steroids, etc. Subject to animal, dander, bites and scratches. Exposure to biological and potentially zoonotic agents. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Salary: contract at \$900 per month (March – November)

Classification: Contract

Schedule: Varies, will include weekend and evening work

Reports to: Executive Director

Great River Rescue is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. Great River Rescue reserves the right to revise or change job duties and responsibilities as the need arises and as business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.