



Rescue Director Job Description

The Rescue Directors are primarily the overseers of rescue operations their assigned area.

Duties:

Refine and propose rescue policies and procedures consistent for all geographic areas.
Identify and recruit new Rescue Coordinators. Inform President and RA of any new RCs.
Manage the training of Rescue Coordinators in KBTF policies and procedures
Mentor, or assign a mentor, to all new RCs.
Provide or be available for follow-up training for all RCs.
Oversee and assist Rescue Coordinators as necessary. Remain in contact with all RCs in the RD's area.
Propose updates to rescue documents and forms. With the help of the RA, maintain the KBTF Rescue Operations Manual.
Responsible for the permanent electronic storage of all rescue related documents on the KBTF DropBox site: Release Form, Foster Family Agreement, Rescue Coordinator Agreement, Adoption Agreement.
Act as Rescue Coordinator as necessary. (see Rescue Coordinator job description)
Coordinate the Rescue Coordinators in their geographic responsibility area; ie consistent communication, interpretation of policy and procedure, team building and reporting.
Represent the Rescue Coordinators on their respective Boards of Directors, which does not necessarily mean the RD is a member of the board. However at least one Rescue Director shall be on the board.
With the help of the RCs, responsible for completion of all contracts and agreements with adopters and volunteers, including but not limited to applications, Foster to Adopt Agreements, Foster Family Agreements, expenses, health records and all other records of the rescue Kerry in our program.
Approve expenses of the RCs. Pay bills directly or forward a complete expense report to the Treasurer for payment.
Other duties as assigned.

Core Competencies:

Proficiency in: organizing, working independently, collaborating, interpreting instructions, prioritizing, working cooperatively, resourcing, communicating with others and working in an expedient manner in handling incoming rescues.
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