



Rescue Administrator Job Description

Duties:

Receives adoption applications that are electronically sent by potential adopters
Receives adoption applications sent by mail by potential adopters
Reviews and amends any required information left off in application documents
Electronically sends adoption applications to lead RC for the application plus to Rescue Coordinators who currently have dogs up for adoption and sends a copy to all of the Rescue Directors.
Electronically sends a thank you note and recognition that application has been received and notifies applicant of the Rescue Coordinator who will be working with them and their contact information
Converts printed applications into PDF documents
Electronically puts application in the application file on the rescue group site
Moves applications that are more than 2 years old into DropBox
Prepares a monthly report on ARFs submitted for each month. At end of month sends monthly report to RD's and President of KBTF.
Send out a "Welcome" and an Operations Manual to new RCs.
Verifies and/or enters applicant's information in the central KBTF database.
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.