



Rescue Coordinator Job Description

Our Rescue Coordinators provide an extremely valuable service in the rescue of Kerry Blue Terriers.. The Kerry Blue Terrier Foundation (KBTF) considers its Rescue Coordinators to be essential to the welfare and proper placement of its rescue dogs, and wishes the experience to be enjoyable, free of misunderstandings, and eminently rewarding.

Duties:

Manage KBTF rescues in their area. They manage all aspects of identifying and rescuing a dog, screen Foster Families and arrange foster care, screen potential adopters, place dogs in permanent homes, and provide follow-up to new owners. They also provide education to new and potential owners, and support to their Foster
ID Kerries in shelters and recover them
Work with pet store owners and backyard breeders who sell Kerries to ensure the welfare of the dogs
Screen, approve and assist KBTF Foster Families.
Screen potential adopters, perform or arrange Home Checks, and provide breed information, in accordance with established procedures
Place rescue dogs only in approved KBTF Foster Families or pre-approved permanent homes and provide follow-up.
Coordinate and cooperate with Kerry Club Rescue on joint rescue projects determined by the KBTF.
Gather all documents pertaining to all Kerries in the KBTF rescue program, including: release forms, health records, vet reports, expenses, adoption interview records, etc. Submit documentation to the RD for safekeeping and storage.
Gather all documents pertaining to the assignment of duties to volunteers, such as Foster Home Agreement, F2A Agreement, transporters, home checkers, and any other volunteer working for the RC. Submit documentation to the RD for safekeeping and storage.
Report to the KBTF Rescue Director.
All Expense Reports shall be forwarded to the RD for review and approval.
Sign RC agreement
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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