



Rescue Director Job Description

The Rescue Directors are primarily the overseers of rescue operations in three geographic locations: Western US, Eastern US (as divided by the Mississippi River) and Canada in a consistent and effective manner.

Duties:

Refine and propose rescue policies and procedures consistent for all three geographic areas
Identify and recruit new Rescue Coordinators
Train Rescue Coordinators in KBTF policies and procedures
Oversee and assist Rescue Coordinators as necessary
Manage and update rescue documents and forms. Develop and maintain the KBTF Rescue operations manual.
Responsible for the permanent electronic storage of all rescue related documents on the KBRF secure server
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
Responsible for completion of all contracts and agreements with adopters and volunteers, including but not limited to applications, F2A Agreements, foster family agreements, expenses, health records and all other records of the rescue Kerry in our program.
Approves all expenses. Pays bills directly or forwards 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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