



**POSITION TITLE:** Intake Coordinator

**ACCOUNTABLE TO:** Operations Director

**STATUS:** Volunteer

**SUMMARY OF DUTIES and RESPONSIBILITIES:**

Primary responsibilities will include receiving surrender and transfer requests from individuals, ACOs and other rescue organizations. The person in this position will consult with the Operations Director and Medical Manager regarding shelter populations, medical considerations and behavioral fit into our shelter.

**PRIMARY DUTIES and RESPONSIBILITIES:**

- Process all requests that are received by HART to accept intakes of owner-surrendered cats, strays, cats from local ACOs and from other rescue organizations, both within the State of Maine and outside the State of Maine
- For owner-surrenders, communicate with owners on issues they are having with their cats, offer suggestions to try to maintain their cats in their homes or re-home with friends or family members
- Consult with Medical Manager regarding intake of cats, including date and number with specific attention for those with known medical issues (e.g. diabetes, FIV, IBD) to determine if shelter has space
- Manage intake space and determine the safe number of cats who can arrive at any given time
- Upon acceptance: request and obtain electronic vet records on surrenders/transfers (if available prior to Arrival) and create a folder with records and intake stray/surrender form
- Schedule appointments for admissions from all avenues of requests
- Be available on-site at shelter to receive admissions or retrieve from off-site locations
- Setup cage in Intake with food (mix shelter food with any food that comes with them), take photo, and create a temporary name tag
- Upon arrival, scan for microchips, contact microchip provider and reach out to owner of record, if there is a match
- Enter Intake information in Shelter Manager application, create Cage Card after uploading photo
- Build a team of volunteers to assist with intake procedures

**TIME COMMITMENT**

- Varies based on the number of surrenders/transfers approved in any given week. All of the functions can be scheduled per availability of the Intake Coordinator and Medical Manager.

## **QUALIFICATIONS**

- Good organizational skills
- Professional, positive and friendly interaction with the general public
- Able to work as part of a team of Shelter volunteers and staff to coordinate their participation in the process
- Basic computer skills (training will be provided)

## **TO LEARN MORE ABOUT HART OR TO APPLY:**

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- Email your resume and a cover letter to [hartopenpositions@gmail.com](mailto:hartopenpositions@gmail.com)
- Please direct all Inquiries to [hartopenpositions@gmail.com](mailto:hartopenpositions@gmail.com)