



Volunteer Job Description

Title: Rescue Director

Duties and Responsibilities:

- Be the first contact for breeders or owner surrender.
- Obtain specific information for each dog and submit this to the Foster Coordinator to determine available space/fosters.
- Contact the Transport Coordinator to arrange a ride.
- Send Vet requirement document to the local vet for an appointment and copy the Treasurer.
- Receive the vet report that includes exam, a negative heartworm test, vaccines and other needs.
- Assign a WAAGR dog number, name, photo, and add to Pawlytics.
- Upload copies of the vet visit under "Files" tab in Pawlytics.
- Enter the dogs medical record in Pawlytics under "Medical" tab.
- Add additional details in Pawlytics under "Overview" tab to include rabies tag, microchip, weight, birthday, adoption fee, etc.
- Create a dog packet to include WAAGR Tag, Microchip, Simparica, and copies of records with the previous owner with names blacked out.
- Coordinate the dog arrival with the Transport and Foster Coordinators.
- Deliver dog packets to either the Foster or Transport Coordinator for the Foster/FWITA upon delivery.

Other Tasks

- Order Flea/Tick and Heartworm Meds for WAAGR
- Order WAAGR Tag Holder
- Monitor available dogs in shelters, rescues, and websites.
- Handle information contacts from the WAAGR Hotline, and emails coming from Anne.
- Mailings when requested to fosters/vets, etc.

Qualifications:

- Willing to stay aware of how many dogs that in the pipeline to be sure we have the resources to accommodate any intakes.
- Comfortable with checking emails, texts, the WAAGR website and Social Media platforms.
- Ability to learn Pawlytics

Time Commitment:

- 4-5 hours a week, varies depending on the time of year.

Volunteer Benefits

- The ability to make a huge contribution to workings of WAAGR and to help find a forever home for every WAAGR intake.