

Rehoming Coordinator Volunteer Role Description

Job Title	Rehoming Coordinator Volunteer
Location:	ISPCA Longford/Mallow/Donegal
Department:	Animal Care
Reports to:	ISPCA Centre Manager/Volunteer Coordinator
Time Commitment:	Flexible, but shifts are a minimum of four hours

The overall purpose of the role

The Rehoming Coordinator Volunteer plays a vital role in the day-to-day rehoming of all animals at the ISPCA. The animals we rescue have been cruelly treated, neglected or abused and often have had little to no contact with people or other animals before being rescued. Once they have been rehabilitated, and receive the veterinary all-clear, we begin the rehoming process.

Our objective is to find our rescued animals happy new homes where they will be loved and well cared for, for the rest of their lives. All the animals are brought into our care because their owners couldn't, or more often wouldn't, care for them. We hope to match each animal with a suitable new owner and our priority is finding the best possible home for every animal in line with our policies and procedures.

Principal Responsibilities

- Liaise with care assistants and members of the public interested in adopting an animal from the ISPCA
- Work with animal care staff on creating animal profiles once animals are approved for rehoming
- Liaise with the supervisor on website rehoming updates and content for pet-of-the-week for PR/Marketing
- Assist the front desk with animal adoption paperwork
- Coordinate animals for photographers/videographers working on various projects
- Assist the front desk following up on happy tails for the ISPCA digital media platforms

Skill levels required

Experience rehoming animals in a similar capacity and knowledge of animal welfare and behaviour are an advantage. The role is working with members of the public and animals both outdoors and indoors in all weather conditions. Excellent communication, administration and computer skills required along with a desire to help find rescued animals loving new homes. Experience handling animals is an advantage.

Benefits of Volunteering

There is huge satisfaction to be gained helping find Ireland's most cruelly treated and neglected animal's brand new homes and receiving updates from their new owners on how they are settling in. You will be preparing animals for their second chance of a happy new home where they will be loved and cared for. You will also be meeting like-minded animal lovers, and gaining valuable experience working in an animal welfare environment.

Volunteer Procedure

A copy of the volunteer procedure is available upon request from the ISPCA Volunteer Coordinator. All volunteers must be over 16 years of age for insurance purposes. No expenses are available. Volunteer should exercise judgement and follow Health and Safety procedures as set out by ISPCA Management.

Time commitment

Due to the nature of the role, shifts are required to be a minimum of four hours based on a rostered system.