



## Senior Dog Rescue of Oregon Volunteer Opportunity Adoption Coordinator Assistant

Senior Dog Rescue of Oregon, SDRO, is an IRS designated 501(c)(3) charitable organization. Our mission is to rescue, and re-home dogs aged six and up; older dogs left at shelters; dogs whose owners died; and dogs whose families face hardship.

We are inviting a volunteer to fill the role of **Adoption Coordinator Assistant**.

The **goal** of the Adoption Coordinator Assistant is to provide support to SDRO's Adoption Coordinators. This is a volunteer position and is part-time (10-15 hours per week). It is preferred that the ideal candidate lives in or near Corvallis, OR.

### **Duties:**

- Animal Transport
- Help with vet visits.
- Meet and Greets
- Petfood and Supplies delivery

### **Skills:**

- Team player, on-time, and dependable.
- Able to use computers effectively to communicate by email with coordinators and pet owners. Ideally, willing to learn how to use animal related software, like PetFinder and ShelterLuv, to post dogs profiles and photos for adoption and input data.
- Have a mobile phone you would be willing to use for texts/calls.

- Experience working with and handling dogs using positive reinforcement techniques.
- Have your own vehicle you would be willing to use to transport dogs and supplies in.
- Have an open and flexible schedule with good availability.
- Be able to move or carry 35lbs.
- Effective communication skills, easy going, and a people person.
- Experience in rescue a plus.
- Shows interest in learning about non-profit dog rescue organizations and best practices.

Please respond to this volunteer job opening by emailing [SDROVolunteers@gmail.com](mailto:SDROVolunteers@gmail.com) by July 15<sup>th</sup> with your resume and/or list of qualifications. SDRO looks forward to working together to help and re-home our dearest friends, senior dogs. Thank you so much!

Lisa Lacabanne  
SDRO Volunteer Coordinator