



Paws from Paradise Job Advertisement

Position Title: Paws from Paradise Coordinator

Reports to: Operations Manager

Supervisory Responsibility: No Full-time Salary

Compensation: Commensurate with Experience.

Work Schedule: The St Croix Animal Welfare Center operates seven days per week, 365 days per year. Primarily 9:00-5:00 on weekdays. This position will also require some weekend and evening work to fulfill workload requirements as needed.

Are you passionate about animal rescue and helping pets find their forever families? The St. Croix Animal Welfare Center is looking for the right person to join our team as Paws from Paradise Coordinator. This is a full-time position, but the agency may be willing to consider two part-time candidates if the fit was ideal. The ideal candidate is organized, detail and solutions oriented, and an excellent communicator. This position requires managing a tremendous number of collaborative partnerships both internally and externally, so being a team player is a must!

POSITION SUMMARY:

The Paws from Paradise (PFP) Coordinator manages St. Croix Animal Welfare Center's pet transfer program. The Paws from Paradise program helps to save lives by transferring adoptable pets to rescue partners across the country who find them adoptive homes in their communities. The PFP Coordinator manages two branches of the PFP program: commercial flights with individual travelers and regularly scheduled cargo transports. The PFP Coordinator maintains a working relationship with current rescue organizations, researching and contacting new partners. S/he liaises with volunteer pet escorts who offer to transport animals to the states as they travel, and coordinates with corresponding rescue partners. S/he also works with rescue partners, aviation partners, and many other collaborators to organize cargo transports, sometimes for up large groups of 40+ animals at a time. The PFP Coordinator consults with SCAWC staff and partner organizations to select pets for transport. S/he collaborates with shelter medical staff to ensure that all pets selected for transfers are up-to-date with medical care and vaccinations, completes and organizes requisite paperwork, works with Kennel Techs to have crates ready for transport, collaborates with foster coordinator for pre-flight foster care, and collaborates with Volunteer Coordinator to organize volunteer drivers. S/he works closely with aviation companies, land transport companies, and freight shipping companies regularly regarding the transportation of animals and shipment of transport related supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Collaboration with Partner Rescues

- Maintain excellent working relationships with partner rescue organizations using timely, collaborative, and solution-oriented communications.
- Research and contact potential new partners with the goal of expanding the SCAWC transfer network.
- Communicate with partners as needed to provide behavioral, medical and other information about available pets.



Preparation for Travel

- In collaboration with SCAWC staff, become familiar with medical status, behavior, and personalities of all pets available for transfer in order to appropriately match with rescue partners.
- Working with the shelter medical team, ensure that all pets selected for transfer are up-to-date with vaccinations, preventative medication and other scheduled medical care.
- Schedule appointments with veterinarian to obtain health certificates, as well as rabies vaccinations if required, for pets scheduled for transfer. Assist with the completion of such paperwork.
- Ensure that medical records are up to date, accurately showing status of pets scheduled for transfer.
- Ensure that health certificates, complete medical histories and rabies certificates, if required, accompany all transferred pets.
- Prepare all necessary supplies for each transfer, including travel kennels, carry-on bags, leashes and collars, water cups, food, poop bags, cat litter, etc.

Commercial Transports

- Communicate with all persons who volunteer to be pet escorts in a professional and timely manner.
- Arrange for volunteers to take pets and supplies to the St. Croix airport for each transfer; assisting at check-in as needed.
- Coordinate pick-up of the pets at the destination airport with the receiving partner organization.
- Coordinate the return of travel kennels and carry-on bags from partner rescue organizations.

Cargo Transports

- Partner closely with team members to select appropriate animals for travel and share information that enables others to assist with preparation for flight including foster coordinator, kennel care team, adoption team, and shelter medical team.
- Make arrangements for volunteer drivers to help transport animals to airport.
- Coordinate transfer of animals to multiple receiving partner organizations including the selection of pets, transfer of all records.
- Coordinate the return of travel kennels using freight shipping company.

Program Overview and Evaluation

- Regularly solicit feedback from staff and volunteers about how to improve the process.
- Report monthly statistics to the Operations Manager and Executive Director.
- Monitor relevant airline pet travel regulations; alert SCAWC staff and modify pet transfer procedures as needed to comply with changing regulations. Treat all animals humanely at all times, and show kindness, compassion and empathy for both animals and people.
- Work with Operations Manager to monitor program budget. Assist with executing strategies which generate program revenue (collecting transfer fees from receiving rescues, providing input for program fundraising, asking volunteer pet escorts to contribute towards cost of transporting a pet).



- Regularly review and evaluate program data to ensure continued quality improvement and impact.

OTHER REQUIREMENTS

- No criminal convictions or injunctions at the local, state and/or national level which could demonstrate an inability to carry out the agency's mission or programs.
- Upholds the ethical standards of the agency.
- Follows policies and procedures of the agency.
- Must work holidays and weekends as required to fulfill workload requirements.
- Must have reliable transportation to and from the agency.

PHYSICAL DEMANDS: This position often requires lifting and carrying materials and animals weighing up to 50 lbs. Walking and/or standing for long periods and working in a bent position are common. May be required to use strength and agility in capturing and restraining active animals. Walking dogs throughout the day outside is a requirement of the role.

WORK ENVIRONMENT: The work environment characteristics can be stressful, is fast-paced and requires alertness and flexibility. The noise level can accelerate to moderate and high levels.

TO APPLY: Please send a cover letter, resumé and three references to administration@stcroixawc.org or deliver in person to our 5 Corners Shelter/Clinic location, 1C-1D La Grande Princesse. For more information visit www.StCroixAWC.org.