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## JOB POSTING

**POSTING DATE:**  
**CLOSING DATE:** OPEN UNTIL FILLED  
**REQUIRED EXPERIENCE:** 0 TO 2 YRS  
**REQUIRED EDUCATION:** TRAINING IN AN ANIMAL CARE FACILITY OR HIGH SCHOOL DIPLOMA OR GED

**POSITION:** TRANSFER/INTAKE COORDINATOR  
**STATUS:** FULL TIME/HOURLY  
**BASE PAY:** DOE

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## JOB DESCRIPTION

The Transfer and Intake Coordinator performs under the supervision of the Chief Veterinarian to determine the adoptable animal vacancy of the SAHS and works with other shelters, rescues, and animal facilities to fill adoptable pet space.

### Principal Duties and Responsibilities

- Performs a daily walkthrough to evaluate space availability and any cohabitation issues. Uses this information to maintain a current animal inventory in Petpoint.
- Works collaboratively with animal care technicians, animal health technicians, volunteers and other shelter personnel to ensure that all available space for adoptable pets is kept at capacity.
- Works closely with Animal Care Services (ACS) to intake pets in accordance with SAHS contractual obligations. Makes weekly to biweekly trips to ACS to bring select animals into SAHS care.
- Works to maintain a positive working relationship with rescue groups and shelter partners to facilitate animal intake, alternative placements, and possible exchanges.
- Arranges, facilitates, and assists with all intake appointments for any transfers, return to shelter animals, and public intake dogs over 20 pounds. Acts to insure a positive public image when interacting with these organizations and individuals.
- Monitors financial results of animal intake and develops plans to offset any losses.
- Maintains a full working knowledge of the personalities, special needs, and requirements of dogs and cats within SAHS care.
- Works collaboratively and communicates effectively with veterinarians, animal care technicians, lead surgery technician, and foster coordinator to ensure proper and prompt placement and care of all incoming animals.
- Promptly seeks to assist foster coordinator or clinic staff if duties are completed before end of day.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- Other duties as assigned.

### Additional Duties and Responsibilities

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Assist with fundraising activities and special events as needed

### Minimum Knowledge and Skills Required by the Job

- Work requires the analytical skills to gather and interpret data in job related situations.
- Basic animal handling/restraint, basic animal behavioral analysis skills
- Valid driver's license required

### Physical Requirements of the Job:

- Must stand, walk, bend and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand for 8 hours
- Ability to lift 50lbs.
- Will be expected to work weekends, holidays, and off hours
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area
- Potential for animal bites and scratches while handling animals

Apply online at [www.sahumane.org](http://www.sahumane.org).