

Intake Coordinator – Job Description

The roles of the Intake Coordinator are focused on bringing unwanted domestic rabbits into the care of Friends of Willow. The Intake Coordinator works directly with the Operations Director. The responsibilities include, but are not limited to, the following types of activities:

- responding to intake inquiries via email, phone, and in person when necessary
- providing guidance to rabbit owners to aid in keeping rabbits in current homes
- coordinating placement of rabbits into foster homes with the Foster Care Coordinator
- scheduling initial veterinary exams and spay/neuter surgeries for rabbits
- maintaining adequate records of intake processes
- reporting activities to the Operations Director as requested

The Intake Coordinator position requires someone with excellent communication and organization skills, good management skills, and the ability to enforce policies and procedures. The ideal candidate will have a passion for rescuing animals, will be comfortable working a diverse group of people, and will be familiar with FOW's mission.

This position is currently an unpaid volunteer position. The position requires approximately 8-10 hours per week, split roughly evenly between online/phone communication and direct contact with potential adopters. Some travel within in the state of Maine and administrative expenses may be required. All volunteer related expenses are tax-deductible.

To apply for this position, please email a letter of interest to info@friendsofwillow.org.