

# RIO GRANDE VALLEY HUMANE SOCIETY JOB DESCRIPTION

**Position:** Transport and Events Coordinator

**Classification:** Part time, Non-exempt

**Location:** Multi-location

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## **Position Overview:**

Transport and Events Coordinators are responsible for assisting with events and transporting animals for RGVHS.

## **Events**

- Assist with prepping for events
- Assist with set up/take down
- Assist with adoptions/foster placements and fb live during events

## **Transport**

- Assist with transporting animals to and from events
- Assist with transporting animals from one location to another
- Assist with transporting animals to and from vet visits; as needed
- Assist with transporting animals to rescue partners; as needed. This will include but not limited to; Austin, San Antonio, Houston, etc.
- Assist with donation pick up; as needed

## **In Depth View:**

- Coordinate volunteers, support staff, vendors and more to support promotional events.
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices.
- Proofread all work for content, spelling, punctuation, grammar, typographical errors and branding specifications.
- Lead social media initiatives and maintain an open communication with consumers, increasing brand awareness and transparency.
- Work with Director of Operations to coordinate events, media appearances, promotions, speaking engagements, and other community initiatives.
- Animal care as needed.
- Any other duties as assigned by Director of Operations.

## **Personal Requirements:**

- Genuinely enjoys working with animals and is able to work with them even when they are stressed, ill, or in pain.
- Can work unaffected in a fast paced environment
- Must be available to work weekends and holidays.
- Ability to work in an animal care facility where euthanasia is performed.
- Ability to lift animals and or items over 30lbs without assistance.
- Walk and or stand for extended periods of time.

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- Working conditions: May be exposed to extreme weather conditions, unpleasant odors, noises and animal feces for extended periods of time.

## **Performance Expectations:**

- Ability to work independent of supervision and meet deadlines.
- Must have the ability to handle fearful, under socialized, and vicious animals.
- Basic knowledge of animal breeds and characteristics. Basic knowledge of animal health, nutrition, and humane care.
- Have the ability to communicate the English language effectively in oral and written form.
- Has the ability to communicate effectively with adopters, volunteers, fosters, and other organizations.
- Can follow a regular schedule for cleaning and sanitizing all cages, runs, wards and related areas; changes litter boxes and food/water bowls.
- Understands the importance of prioritizing tasks and keeps oneself busy and productive during work shifts.
- Responsible for pet introductions and behavior observations.
- Can notate and report any signs of unusual conditions or physical concerns to the medical team.
- Can notate and report any abnormal or inappropriate behavior problems.
- Can recognize and report any unusual condition or abnormal behavior.
- Can properly restrain pets for vaccinations, microchip placement, and examinations.
- Understands and carries out daily check lists to maintain the shelter cleanliness, the equipment, and overall appearance of the shelter.
- Understands and carries out oral and written directions
- Attend staff meetings and others as necessary.
- Work closely within a team and other departments to support the mission of The Rio Grande Valley Humane Society.

## **Teamwork/Attitude**

- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can deal intelligibly, pleasantly and efficiently with visitors, often doing several things at one time.
- Maintains positive, cooperative relationships with other employees.

**Performs other duties as assigned.**

**Work Hours:**

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This position has varying working hours depending on scheduling of events and the needs of the shelter. This position requires weekend and holiday availability.

Shifts may vary anywhere between 6:30am-11pm.

**Age Requirement:**

- 17 Years of age

**Experience Requirement:**

- Animal care background is desirable, but not required.
- Customer service experience is desirable, but not required
- Driving experience is desirable, but not required.

**Education and/or Experience:**

- High School Diploma or G.E.D. required.

**Certificates, Licenses or Registrations:**

- Must possess a valid, and unrestricted, Texas driver's license.
- Must be able to complete Fear Free training before the completion of the probationary period.