



## VOLUNTEER OPPORTUNITY

### **Rehoming Coordinator, Care for Older Dogs Rehoming Program**

ElderDog Canada is a 100% volunteer-run, national charity dedicated to ageing people and ageing dogs. Through our **Rehoming Program** we help senior dogs live out their twilight years with the love and dignity they deserve. For older dogs who have lost a human companion due to a residence change, illness or death and are left without a caregiver, ElderDog works to provide care and companionship through:

- foster care in an approved foster home;
- adoption to an approved home;
- pre-planned long term care in an approved home.

Where possible, we endeavour to rehome older dogs with older people who want the loving companionship of an older dog.

There are no fees for any of our services.

#### **Responsibilities and Requirements (mentoring and ongoing support provided)**

The Rehoming Coordinator works with other volunteers in the Rehoming Program, Dog Care Support Coordinator, and Pawd Leader. Responsibilities include:

- following all Rehoming Program guidelines and procedures;
- responding to rehoming, foster, and adoption inquiries including those requiring urgent attention and prompt response;
- coordinating intake of dogs into care;
- recruiting and working closely with volunteer foster companions;
- writing engaging and professional profiles for dogs in need of a forever home;
- reviewing rehoming, fostering, and adoption applications and coordinating home visits to determine placement suitability;
- working cooperatively with Rehoming Coordinators in other Pawds;
- liaising with vet clinics regarding appropriate care;
- working closely with National Office on matters related to veterinary care;
- liaising with National Office about Long Term Care Registration;
- liaising with Dog Care Support Coordinator when temporary foster care is required;
- arranging/facilitating transportation to foster and permanent homes;
- keeping accurate records of Program activities;
- submitting required paperwork to National Office in a timely manner;
- participating in bi-monthly virtual meetings with other Rehoming Coordinators;
- communicating with Pawd Leader and National Office on an ongoing basis;
- knowledge of and experience with dogs, preferably older dogs;
- strong interpersonal and organizational skills;
- knowledge of or willingness to learn Google Docs and Gmail.

For more information contact [info@elderdog.ca](mailto:info@elderdog.ca)

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