

# PILOT for Pets



Position	<a href="#">Animal Control Liaison</a>
Primary Objective	The PILOT animal control liaison is responsible for assisting animal control officers with posting dogs to PILOT; this can consist of reaching out to ACOs to remind them to post dogs, gathering more information, photos, behavior information, etc about dogs posted by the agency to PILOT, or traveling to the agency to take photos or write a description of a posted dog.
Weekly Time Commitment	3-5 hours
More Details	Shift schedule is flexible. Will occasionally need to be available in person and via phone or email during operating hours of animal control facilities and shelters/rescues, generally Monday-Friday during normal business hours. Weekend and evening hours are available.
Responsibilities	<ul style="list-style-type: none"> <li>• Contacts animal control agencies at regular intervals to inquire if they have adoptable animals that might be posted to PILOT</li> <li>• Follows up with ACOs if more information or pictures are needed for dogs posted on PILOT</li> <li>• Travels to animal control agencies to assist them with taking pictures and writing descriptions for dogs posted to PILOT</li> <li>• Exhibits a positive attitude and exercises patience in working with ACOs; should understand the limited time and staff resources available to the organizations they will be reaching out to</li> <li>• Uploads the results to the PILOT database</li> <li>• Reports to the case manager</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>✓ Excellent oral and written communication skills</li> <li>✓ Excellent interpersonal skills and ability to work well with a wide variety of people</li> <li>✓ General knowledge about MA animal welfare community a plus</li> <li>✓ Experience with basic photo editing a plus</li> <li>✓ Ability to handle confidential information in a professional and responsible manner</li> <li>✓ Access to Internet, phone, and email</li> <li>✓ Volunteer must have their own vehicle that is registered and insured with a current inspection sticker</li> <li>✓ Volunteer will be required to provide copy of current auto insurance that meets MA minimum coverage requirements, and a current driver's license to PILOT program</li> <li>✓ All volunteers are expected to act in a professional manner when representing PILOT and when dealing with volunteers, animal control or shelter and rescue organizations, in order to benefit the animals to the greatest degree</li> </ul>
Training Requirements	<p><b>All volunteers</b> are required to:</p> <ul style="list-style-type: none"> <li>✓ Read the volunteer handbook in its entirety</li> <li>✓ Review the volunteer orientation slideshow</li> <li>✓ Refer any questions to the case manager or the volunteer coordinator</li> </ul> <p>In addition, the <b>animal control liaison</b> is required to:</p> <ul style="list-style-type: none"> <li>✓ Work with the case manager to become familiar with the responsibilities of the position</li> <li>✓ Complete training on the PILOT database</li> <li>✓ Work with the case manager and case workers to familiarize themselves with animal control organizations and the appropriate staff with which to coordinate with</li> </ul>
<a href="#">Apply Now!</a>	<a href="#">Click here to apply for this position</a>