

PILOT for Pets



Position	<u>Transport Coordinator</u>
Primary Objective	The PILOT transport coordinator arranges transportation for dogs that have found placement in the PILOT program. This involves arranging transportation based upon the schedules and location of the transporters and the shelters, rescues and animal control agencies sending and receiving the dogs (sending and receiving organizations). This includes following up to be sure that the transportation is completed in a timely and professional manner.
Weekly Time Commitment	The management and coordination component of this position requires approximately a 2–3 hour weekly commitment. In addition, 1–2 additional hours (per transport) will be required when conducting transports.
More Details	Shift is irregular. Must have a flexible enough schedule to be occasionally available during operating hours of animal control facilities and shelters/rescues, generally Monday–Friday during normal business hours. Some weekend and evening hours may be available. Must be able to respond to transportation requests promptly. Transportation is usually conducted within a few days of request.
Responsibilities	<ul style="list-style-type: none"> • Responds promptly when a transportation is requested and work quickly to schedule with transporters • Maintains records of all transporters' locations, availability, and the distance they are willing to travel • Ensures that transporters complete transport in a timely manner and update the transport coordinator upon completion of transport • Ensures that transporters have received PILOT crates and appropriate supplies for transport • Maintains thorough knowledge of PILOT's transportation protocol, educates transporters about it, and assures that it is being followed at all times • Is keenly aware that PILOT volunteers should constantly model good, safe practices that protect both humans and animals. When these practices are not followed, volunteers subject PILOT to scrutiny and liability risks, which can in turn cause harm to dogs in the PILOT program. • This position encompasses all responsibilities detailed for transporters • Conducts transports periodically (as needed, to keep abreast of PILOT protocols and to fill in as a transporter if needed) • Assists the volunteer coordinator with the recruitment of transportation volunteers • Reports to the case manager
Qualifications	<ul style="list-style-type: none"> ✓ Excellent communication, organization, and interpersonal skills ✓ Experience managing volunteers a plus ✓ Must feel comfortable transporting dogs of all breeds, sizes, and ages ✓ Daily access to Internet, email, and phone; may require more frequent access when coordinating a transport ✓ Possessing a good knowledge of MA geography is very beneficial in fulfilling this position ✓ Ability to handle confidential information in a professional and responsible manner ✓ Volunteer must have their own vehicle that is registered and insured with a current inspection sticker ✓ 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 ✓ Must have a cell phone ✓ 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
Training Requirements	<p>All volunteers are required to:</p> <ul style="list-style-type: none"> ✓ Read the volunteer handbook in its entirety ✓ Review the volunteer orientation slideshow ✓ Refer any questions to the case manager or the volunteer coordinator <p>In addition, the transportation coordinator is required to:</p> <ul style="list-style-type: none"> ✓ Review and sign the transportation protocol ✓ Speak with the case manager who will clarify processes and answer any questions ✓ Complete training on the PILOT database ✓ Familiarize themselves with other volunteer positions, especially those that will play a role in the transportation process ✓ Familiarize themselves with other PILOT volunteers, especially transport volunteers
<u>Apply Now!</u>	<u>Click here to apply for this position</u>