



Job Title: Canine Owner Surrender Coordinator/Administrator				
Position Type:	Compensation:	No. of Positions:	Commitment:	Location:
Volunteer	Unpaid	1	Minimum 1 year	

The Animal Guardian Society volunteers are the most valued assets of our charity. They are essential participants with a shared responsibility in fulfilling our mission. Every volunteer is responsible for adhering to practices that are in accordance with applicable laws and to a code of ethics that reflect the highest standards of individual behaviour. Our organizational structure encourages volunteer involvement, open communication, teamwork and cooperation.

Our Mission: *It is our mission to provide rehoming and medical care to displaced companion animals and to support the community in the areas of humane education, behaviour counselling, the promotion of responsible pet ownership and meeting the needs of animals.*

Job Description:

This role will be responsible for the administration duties and operations for dog owner surrenders, which will require the candidate to be available for both remote and in person at the TAGS base in Enfield work. The time commitment for this position would be roughly 1-5 hours per week. This is all dependent on the number of dogs being surrendered. The successful candidate will be very good with people, highly organized with excellent time management skills and have a background in animal behaviour or be highly driven to learn animal behaviour. Availability on Saturdays is a must, to complete Intake Assessments (with a trainer).

Responsibilities:

- Responsible for the Owner Surrender administration, scheduling and completing Intake Assessment, follow up with owner post assessment and distribution of all intake information to TAGS volunteers in other areas.
- Help with building an owner surrender team.
- Attend and keep notes during the Intake Assessment at TAGS park in Enfield. If available, one of the trainers will be there to assist.
- Attend monthly TAGS Coordinator meetings.
- Maintain a confident and relaxed demeanor.
- Keep all documentation organized on the daily.

Qualifications:

- Excellent time management, Administration and organizational skills.
- Background with dog training or animal behaviour (preferred).
- Ability to work weekends (Saturday).
- Excellent customer service and communication skills.
- Interest in learning how to read dog's body language.

**The Animal
Guardian Society
(TAGS)**



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If this position interests you, please complete a [volunteer application form](#) and forward your resume to tagsexecutive@yahoo.ca. We appreciate your interest in volunteering with us, however, only those applicants selected for interviews will be contacted.