



Volunteer Job Description

Title: Home Visit Coordinator

Reports to: Back Office Coordinator and Case Managers

Purpose of Position: The Home Visit Coordinator manages assigning the home visit in RescueGroups.org to volunteers that are near the applicant's home after the Back Office Coordinator has vetted the applicants. The applications, when assigned, will be emailed to the closest volunteer indicating that a home visit is needed.

Duties and Responsibilities:

- Manage the Home Visit Forms that have been assigned in RescueGroups
- Assign Home Visit forms to volunteers that reside in the local area of the applicant through email or phone.
- Follow up with the assigned Volunteer to confirm that the home visit was completed and what the outcome was.
- Update appropriate paperwork in RescueGroups.

Qualifications:

- Knowledge of conducting home visits (knowing what to look for)
- Possesses excellent oral and written communications skills
- Intermediate knowledge of Microsoft Office and Excel
- Possesses a keen eye for detail and data accuracy
- Familiarity with Google Drive, Rescuegroups.org and an understanding of AZBTR processes and procedures.

Training Requirements:

- AZBTR Processes: Assignment Process Map and Adoption Process Map
- Google Drive: accessing forms and folders and saving completed files to the shared drive
- Rescuegroups.org: reviewing submitted forms, assigning and updating forms to Volunteers.

Time Commitment:

- About 0-10 hours a week, varies depending on the time of year, the rate foster/adopt applications are being received, and the number of dogs in rescue.

Volunteer Benefits:

- Helping homeless Boston Terriers find their forever homes
- Working with applicants and AZBTR leaders
- Opportunities to attend AZBTR events
- Making a difference in the community

[Apply now!](#)