



Volunteer Job Description

Title: Transport Volunteer

Reports to: Intake Coordinator, Case Managers

Purpose of Position: The Transport volunteer is responsible for the safe pickup and delivery of dogs that are being surrendered by owners or picked up from shelters in addition to pickup and delivery of dogs to and from veterinary clinics. Communicate transport information with the Intake Coordinator or Case Manager. Execute relinquishment receipts and collect other records during transport and transmit them to rescue staff for entry into the Rescuegroups system.

Duties and Responsibilities:

- Coordinate with the Intake coordinator and case manager to coordinate and schedule transport assignment details.
- Determine and communicate with the Intake Coordinator or Case Manager if a dog needs immediate medical attention.
- Understand policies and procedures for pickup from surrounding shelters.
- Perform an informal behavioral assessment of the transport dog and communicate dog's temperament etc. with the Case Manager or Foster parent.
- Communicate any written or oral information that was provided on paperwork from a surrenderer, veterinary clinic, or shelter and transmit them to rescue staff.
- Ensure all animals are transported with safety for the dog and the transporter in mind. (Crate or safely buckled into a seatbelt, etc.)
- Ensure that all paperwork provided by rescue staff for the transport dog (surrender relinquishment receipts, foster placement agreements, etc.) is completed and signed and returned to rescue.

Qualifications:

- Must have reliable transportation and have auto insurance meeting state standards.
- Must have knowledge of handling dogs and being able to read behavioral queues.
- Ability to scan and forward documentation collected during transport to rescue staff.
- Ability to lift up to 50 lbs

**Training Requirements:**

- Training to learn AZBTR Policies and Procedures on transporting dogs
- Overview of the types of documentation to be executed and/or collected during many different types of rescue transports
- Review of AZBTR Policy Regarding Foster Animals and Information for Volunteers- Diseases from Dogs

Time Commitment:

- 0-10 hours a month depending upon surrender rates, transport needs, and length of transport(s)

Volunteer Benefits:

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

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