

Microchip Clinic Coordinator – Job Description

Atlanta Animal Rescue Friends' (AARF) volunteer services team holds the primary responsibility for hosting smaller special events and integrating volunteers into the organizational structure.

The roles of the Microchip Clinic Coordinator are primarily focused around scheduling, promoting and managing bi-monthly microchip clinics designed to both raise funds and raise awareness about the importance of microchipping pets. The Microchip Clinic Coordinator works directly with the Vice President of Volunteer services and other members of the volunteer services team. The responsibilities include, but are not limited to, the following types of activities:

- identifying event sites and scheduling at least six chip clinics per year
- organizing vet, vet tech and volunteer attendance, in conjunction with the VP of Volunteer Services
- promoting and managing microchip clinics
- meeting monthly with the VP of Animal Services

The Microchip Clinic Coordinator position requires someone with excellent communication and organization skills, good management skills and the ability to enforce policies and procedures. The ideal candidate will have a passion for rescuing pets facing euthanasia, will be comfortable working a diverse group of people in diverse settings and will be familiar with AARF's mission, goals and programs.

This position resides on the AARF Program Board, which does not carry voting or fiscal responsibilities.

This position is unpaid and requires approximately 15-20 hours per month, split roughly evenly between online/phone communication and direct contact with volunteers and constituents. Some local travel will be required, and all travel related expenses are tax-deductible.

To apply for this position, please email a letter of interest, current resume and philosophy statement on animal welfare to Susan Leisure, Director of AARF, susan@aarfatlanta.org or fax to 678.318.1826.