

Home Visit Coordinator – Job Description

The foster and adoption program is one of the three prongs of Atlanta Animal Rescue Friends' (AARF) mission to end pet overpopulation. While the program is small in comparison to some other organizations, we focus on finding quality, permanent homes through a rigorous screening process.

The roles of the Home Visit Coordinator are primarily focused around setting up home visits with potential new and existing fosters and adopters, conducting interviews, and obtaining completed paperwork. Every family that adopts a pet from AARF is required to have a home visit. During this visit, the Home Visit Coordinator is expected to gauge the adopter's knowledge and attitudes toward pet ownership based on established criteria and inspect the home for potential safety hazards. Each new foster is also required to have a home visit, where the same criteria is evaluated. Fosters must have home visits conducted every 6 months, at which time paperwork must be updated. Each territory will likely require 1-2 visits per month. The Home Visit Coordinator works directly with the Vice President of Animal Services and other members of the animal services team, as well as members of the general public. The responsibilities include, but are not limited to, the following types of activities:

- * scheduling home visits with new or existing fosters and/or adopters that live within an assigned territory
- * conducting pre-adoption screening home visits based on pre-determined criteria provided by AARF
- * conducting new or existing foster screening home visits and updating paperwork
- * meeting quarterly with the VP of Animal Services

The Home Visit Coordinator position requires someone with reliable transportation, excellent communication and organizational skills, good management skills, and the ability to identify potential issues with candidates that are seeking to adopt or foster a pet from AARF prior to placement and communicate these issues to the Vice President of Animal Services. The ideal candidate will have a passion for rescuing pets facing euthanasia, will be comfortable working with a diverse group of people, 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 currently an unpaid position, although stipends may be available in the future. The position requires approximately 3-4 hours per month, split roughly evenly between online/phone communication and direct contact with potential adopters 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.