



Rescue Purrfect Full-Time Rescue Coordinator

www.rescuepurrfect.org | www.thebridgeclinic.org

Job Description:

Rescue Purrfect, a subsidiary of The Bridge Clinic, seeks a full-time, 30 hour per week Rescue Coordinator for our nonprofit facility in Bensalem, PA.

The Bridge Clinic is a **full-service, nonprofit veterinary clinic with locations in Bucks County and Philadelphia, PA.** We are a fast-growing, community-minded organization whose mission is to provide the best veterinary care at low, competitive prices. We are a not-for-profit institution, including Rescue Purrfect, our no-kill shelter.

At Rescue Purrfect, we aim to help cats live happy and healthy lives. We care for homeless and abandoned cats and kittens of varying ages, breeds, needs, and personalities. Our ultimate goal is to find our friends the wonderful homes they deserve; ones where they are cared for and loved unconditionally.

Responsibilities:

- Recruit, train and manage a team of caretakers for the rescue.
- Supervise Lead Caretaker and Caretakers
- Manage rescue caretaking schedule, ensuring full staffing for the rescue 7-days/week.
- In collaboration with the Clinic Director, Director of Operations, and Rescue Manager, establish cleaning and sanitization protocols and ensure staff and volunteers are following protocol.
- Maintain the cleanliness and upkeep of the building.
- Maintain and manage rescue inventory.
- Supervise Volunteer Coordinator and assist with volunteer training and scheduling to work in collaboration with caretaking staff.
- Ensure that proper paperwork (releases) are completed for all caretaking staff and volunteers (releases), maintain a background check and Child Abuse Clearance and directly supervise all volunteers under 18.
- Actively help recruit volunteers and fosters.
- Work in conjunction with our Animal Care Coordinator in monitoring the health and wellbeing of rescue animals, ensure that all medication is received from the Clinic in a timely fashion and that prescribed medication is recorded and administered as needed. Notify the Animal Care Coordinator of any health/behavioral issues with animals.
- Manage animal intake with assistance from the Animal Care Coordinator.
- Ensure that health and safety protocols are followed to limit the burden on our clinics.

- Monitor and maintain ShelterLuv programs to reflect all cats in the program, and appropriate vaccination/medical history.
- Supervise and assist the Adoption Coordinator with adoption appointments and oversee the Adoption Program..
- Work collectively with Rescue Manager to provide content for social media.
- Maintain communication with our staff and volunteers in SLACK.
- Implement and follow through on programs created by Rescue Manager & Rescue Committee.

Key Responsibilities:

Staff/Scheduling

Inventory Tracking

Volunteers/Scheduling

Cleanliness of Rescue Environment

Management of Shelter Luv/IDEXX Neo

Adopter Appointments

To apply: Submit applications to recruitment@thebridgeclinic.org