

## **NSDTRC (USA) POSITION DESCRIPTION**

### **Regional Rescue Coordinator**

**Committee\* Type:** Ongoing.

**Committee Size:** Chair plus Regional Coordinators.

**Manner of Appointment:** Board Appointed.

**Contact Person/Organization:** NSDTRC (USA) National Rescue Coordinator.

**Materials Necessary:** Various forms specific to the Rescue Program.

**Supplies Needed:** Stationery, postage, copies of above forms.

**Qualifications:** The Regional Rescue Coordinator will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever.
- Be familiar with the rules and regulations for the Rescue Program of the Nova Scotia Duck Tolling Retriever Club (USA).
- Be able to deal with breeders appropriately when dogs in need of placement may be out of their kennels.
- Be able to communicate well with prospective foster and adoptive placements, those relinquishing dogs, and shelters and to handle questions and problems in a constructive, non-confrontational manner.
- Be able to communicate with the National Rescue Coordinator.
- Be self-motivated and have organizational skills to recommend changes or enhancements to the existing Rescue Program.
- A computer and computer skills including knowledge of word processing would be helpful.

**Responsibilities:** Within the region, the Regional Rescue Coordinator will:

- Become educated and knowledgeable about current Club rescue policies/procedures and endeavor to follow them.
- Identify, take into immediate care, or ensure proper care for purebred Nova Scotia Duck Tolling Retrievers who have been lost, abandoned, surrendered or otherwise disowned.
- Coordinate activities of volunteers in region to accomplish the above.
- Develop and maintain a network of volunteers, both members and non-members, to assist in all areas related to the club's rescue program, and maintain appropriate communications.
- Coordinate training, rehabilitation, or other treatment for rescued Nova Scotia Duck Tolling Retrievers in order to bring them into adoptable condition, as necessary or appropriate.
- Assist in finding suitable adoptive homes for the above mentioned dogs.
- Provide all possible non-monetary assistance to an adoptive home to ensure the permanent welfare of the adopted Nova Scotia Duck Tolling Retriever.
- Educate the public, shelters, and other rescue programs regarding the purpose and scope of the NSDTRC (USA) Rescue Program activities.
- Educate surrendering owners to prevent the dog from being relinquished to the Rescue Program.
- Educate breeders to ensure that dogs sold are contractually bound to that breeder.
- Ensure that information on rescues ready for adoption (bio and pictures) is provided to the webmaster to be placed on the web site.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The Regional Rescue Coordinator will:

- Provide information as requested to assist the National Rescue Coordinator in preparing various reports.
- Ensure that the paperwork surrounding each Toller taken into foster care and adopted is completed and forwarded to the National Rescue Coordinator. Examples include Home Evaluations, Adoption Contracts, Owner Surrender Form, Dogs Received in Rescue Form.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses: printing, postage, paper supplies; phone calls (long distance), medical evaluations and reasonable treatment, spaying/neutering, and euthanasia fees. Requests for advances or reimbursement are to be submitted to the National Rescue Coordinator along with receipts. Administrative expenses greater than \$50 and not previously approved in the budget, must be approved by the Treasurer prior to the expenditure.
- Report to the National Rescue Coordinator any individual rescue that has a cumulative expense greater than \$600 so that it can be reported to the Board.

**\* The NSDTRC (USA) Bylaws specify how standing committees are appointed and terminated.**