

# **CURRENT VOLUNTEER POSITIONS AVAILABLE:**

## **Medical Coordinator**

The Volunteer Medical Coordinator will make sure all the animals coming to the Rescue have their medical paperwork in order and schedules those that need to be seen by the vets. Tasks include coordinating appointments at several locations and completing and distributing all associated paperwork, scanning or downloading paperwork and adding it to each animal's pet portal profile and in the animal's virtual folder. The Coordinator follows up with fosters/adopters after surgery to be sure the animal is doing well and to answer any questions.

## **Volunteer Administrative Assistant**

We need a data management champion! There's a lot of work involved with the Rescue behind the scenes. We are looking for someone to assist with data entry and document management. Good record keeping/organizational skills are a must! Experience with Excel and PDF editing helpful. We will train you to work with our Rescue Groups database and Monday project management program. Keeping paperwork organized and available to the volunteers is essential to keep the Rescue running smoothly. Your help will make a big difference for these animals!

## **Social Media/Website Coordinator**

Hart 2 Heart is seeking a volunteer Social Media/Webpage Coordinator. The ideal person will maintain our Facebook page and update our events and news on our website with demonstrated computer skills and an eye for detail.

## **Fundraising Coordinator**

We are looking for an individual with strong interpersonal skills and an outgoing, enthusiastic nature. Nonprofit fundraising preferred. The Fundraising Coordinator is an unpaid volunteer position. This role will lead fundraising efforts to increase awareness and ultimately grow our community of donors. The objective is to spread our message and encourage our community of supporters to make donations to the Rescue. The Coordinator will plan and manage the Rescue's fundraising initiatives, identify potential business partners as sponsors and help increase communications with supporters and current donors. Responsibilities include developing fundraising programs, recruiting sponsors and volunteers, encouraging support through promotional activities, developing, and maintaining professional relationships.

## **Volunteer Bookkeeper**

We are a small animal rescue in need of someone to handle bookkeeping responsibilities. Non-profit experience is a plus. This is a volunteer position and will involve downloading donation reports, entering invoices, reconciling accounts, handling donation acknowledgement correspondence, and preparing reports. The bookkeeper will meet regularly with the Executive Director and prepare reports for the Board. This person will also work closely with the Accountant to maintain accurate data for the Rescue.

## **Adoption Coordinator - Help match animals to people!**

The Adoption Coordinator plays an essential role within Hart 2 Heart Animal Rescue, as successfully placing animals in forever homes is the mission of the Rescue. The Adoption Coordinator works directly with the public and helps interested individuals through the application, screening, and adoption process. The ideal candidate will be outgoing, friendly, and can provide a positive experience for all potential adopters and volunteer staff. All Adoptions Coordinators are always expected to exhibit a positive and professional attitude. The Adoption Coordinator reviews adoption applications, conducts veterinary and

personal reference checks and works as a team with the Foster Captains and other Adoption Coordinators to match potential adopters with the best available animal.

## **Foster Captain - be a mentor for pet fosters!**

The Foster Captain plays an essential role within Hart 2 Heart Animal Rescue, as volunteers and foster families represent the backbone of the organization. You will be assigned a group of foster families and be their main contact while they have foster animals in their home. You will recruit fosters and provide training, mentorship, and on call assistance for assigned foster volunteers. The Foster Captain works closely with the other Foster Captains to approve the foster applications and work together as a team to have a solid base of foster families to take care of animals coming to the Rescue. You will work with the foster families to help promote their animals and help them find their forever homes.

## **Foster Pet Parents Needed - You can make a DIFFERENCE!**

Hart 2 Heart Animal Rescue needs fosters to care for adoptable cats. As a foster, you provide a safe and loving home environment for kittens and cats as they wait to be adopted. Make a difference in the life of a cat who needs that intermediate step before permanent adoption. Fostering is a great experience, and the reward comes from when your foster finds his/her forever home.

We need fosters for kittens (with and without their mommas), young and adult cats, as well as special needs cats such as seniors, those recovering from illness or surgery, fearful or less socialized cats. You provide the TLC and we'll provide any necessary medical care. If you are able to open your home and your heart, you will find that saving a life will change yours!

## **RECOVERY FOSTER NEEDED - Provide a safe place for a recuperating cat**

Hart 2 Heart is looking for short-term Recovery Fosters who can provide a safe place for cats recovering from spay/neuter surgery or any other illness. You can make a huge difference for a cat in need of a second chance. These animals do not require their foster families to have any specific medical background, but they may require administering medications. The foster period can vary depending on the health status of the individual animals, how quickly they respond to treatment and how soon they can be placed in another foster home, an adoption center at a pet store, or an adoptive home. This position is critical to the wellbeing of an animal in need. If you are able to open your home and your heart, you will find that saving a life will change yours!

## **Pet Store Volunteer**

Hart 2 Heart has cats staying at local pet stores while waiting for their forever homes. We need volunteers who are interested in spending time with these cats and perform some housekeeping tasks related to their care. You will be required to scoop and replace litter, clean food bowls, replenish food and water, perform housecleaning on the cage, and, most importantly, pet and play with cats. You will also promote the cats to potential adopters. This rewarding opportunity is essential for the wellbeing of animals hoping to be adopted, providing socialization to them, and giving them time out of their cages and able to stretch their legs. Volunteers between the ages 14 and 17 must be accompanied by a parent or guardian.

We have flexible schedules and provide training. Shifts are available 7 days a week, mornings, afternoons and evenings. We are currently partnering with these pet stores: Petsmart in Warminster, PA 18974, Pet Supplies Plus in Southampton, PA 18966 and Petco in Warrington, PA 18976