



Position Title: SNIP Coordinator

Department: Community Programs

Position Status: Full-Time, Non-Exempt

Reports To: Community Programs Manager

POSITION SUMMARY

The SNIP Coordinator will administer the Spay Neuter Incentive Program (SNIP) for Henderson County Residents while developing grassroots community outreach programming. This position must support all of BRHS board policies.

MAJOR DUTIES

Including but not limited to:

- € Promote and administer the Spay-Neuter Incentive Program which includes: registering animals for SNIP, handle payments, schedule surgeries, review post-operative instructions with pet owners and coordinate the transports to and from the spay/neuter clinic in Asheville
- € Work in collaboration with the Henderson County Animal Services and Henderson County Sheriff's Department
- € Greet clients dropping their pets off for surgery, properly identifying the animal, ensuring the Intake form is properly filled out, and handling the logistics of transport to the spay-neuter clinic
- € Manage the emergency vet assistance program
- € Assist with pet helpline
- € Maintain effective relationship with volunteers and BRHS staff
- € Advocate the importance of responsible pet ownership through home visits and grassroots neighborhood visits
- € Monitor outreach data in reporting programs for accuracy and efficacy
- € Treat all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance and promoting a humane and caring attitude toward all animals
- € Other duties as assigned

Work is evaluated by periodic checks for overall effectiveness and results achieved.

Written evaluations are done at the end of the initial probationary and annually thereafter on the anniversary date. Operational guidelines are set forth by the Executive Director and presented in the Employee Handbook.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ∕ Diploma from an accredited High School
- ∕ A valid, unrestricted NC driver’s license with a driving record acceptable by BRHS’s insurance carrier
- ∕ Experience in animal handling and knowledge of basic animal husbandry
- ∕ Proficiency in Microsoft Office applications including Outlook, Word and Excel
- ∕ Detail oriented and accurate recordkeeping and accuracy in processing confidential information
- ∕ Ability to work cooperatively with staff and general public
- ∕ Excellent organizational skills
- ∕ Ability to drive a 15 passenger van
- ∕ Ability to lift 50 lbs.
- ∕ Able to meet deadlines
- ∕ Ability to be flexible in a fast paced environment.
- ∕ Ability to perform all duties that ensures positive image of the Blue Ridge Humane Society
- ∕ Must love animals AND people!

Certificates, Licenses & Registrations:

Must be willing to give permission for a background check and a DMV report. Must possess a valid unrestricted driver’s license with a driving record acceptable by Blue Ridge Humane Society’s insurance carrier. May be asked to submit to drug testing during employment.

On this date, I have received the above BRHS job position description. I have reviewed it and understand my responsibilities.

Employee Printed Name

Employee Signature

Date