



# Association Phoenix

Caring for and re-homing animals in need

## Guidance Notes – CANINE COORDINATOR

Association Phoenix is a French registered charity, exclusively supported by volunteers.

### Role Description

- ◆ The Canine Coordinator is a member of the Conseil d'Administration, who will take an active role in the management and policy development of the Association. The Conseil convene for regular meetings, in addition to the Ordinary General Meeting (OGM) to which all members are invited.
- ◆ Liaise between Foster Carers, Veterinary Surgeries, SPA refuges, the Phoenix Conseil and members of the public.
- ◆ Respond to the needs of unwanted, abandoned or mistreated dogs, selecting only those suited to being placed in a Phoenix foster home leading on to adoption into a new, 'forever' home.
- ◆ Facilitate all aspects of the adoption process ensuring the Treasurer and Secretary are fully appraised of what dogs are where in the adoption process.
- ◆ Identify dogs requiring expenditure that will use Phoenix funds and balance against the adoption donations received from adopters.
- ◆ Identify new a) foster homes/carers, b) veterinary surgeries as Phoenix requires and ensure that these people are smoothly integrated into Phoenix methods.
- ◆ Work with the Treasurer and veterinary surgeries to ensure correct acceptance and payment of authorised expenditure.
- ◆ Monitor, encourage, discipline, assist foster carers.

### Responsibilities

- ◆ play a key role in the eventual adoption of each animal.
- ◆ identify new foster carers, inducting suitable ones into the Phoenix system through use of the Application Form, Job Description and Guidelines.
- ◆ select, in consultation with the foster carer, suitable dog/dogs for acceptance into the foster carer's home.
- ◆ arrange transport to move a dog to the foster carer if the animal should be accepted into Phoenix from some other source i.e. Facebook appeal.
- ◆ visit foster carers as required to support and monitor their work.
- ◆ ensure foster animals are micro chipped, vaccinated, spayed/neutered and medicated as necessary.
- ◆ check and authorise for payment by the Treasurer the expenses claims and invoices generated by foster carers and vets.
- ◆ encourage foster carers in advertising their fosterlings with good photographs on the web site.
- ◆ ensure Adoption Forms are of clear, readable quality and comply with legal demands.

- ◆ liaise with the Treasurer over adoption donations received keeping clear, accurate records of all dogs.
- ◆ check and pass to ICAD correct documentation ensuring all dogs through Phoenix hands are legally registered following requirements under the law.
- ◆ keep in regular contact with the foster carers, providing advice and support for their decisions as needed.
- ◆ carry out post adoption checks of dogs in their new homes.

## **Qualities**

- ◆ Reasonable spoken French (the more fluent, the better)
- ◆ Computer literate
- ◆ Car driver with clean licence
- ◆ Knowledge of dogs, breeds and temperaments (any previous experience of fostering would be an advantage)
- ◆ Medical knowledge of dogs and common illnesses/conditions would be an advantage.
- ◆ Ability to communicate with confidence and diplomacy with potential adopters and members of the public.
- ◆ Understand PR in relation to the Co-ordinator and foster carers actions.
- ◆ Based within easy reach of the core Phoenix region (dept 24)