



Contact
MinPinHaven
for details!

(602) 402-3273
www.minpinhaven.com

Adoption Coordinator:

- Access and print adoption applications.
- Communicate with prospective families.
- Screen adoption applications.
- Perform vet and personal reference checks.
- Conduct home visits.
- Complete adoption review and contract, accept payment, close files.
- Provide adoption follow up contacts.
- Maintain records of placements, complete MCACC transfer records, etc.
- Work with Directors and other Coordinators on education, fostering, intake, etc.

Volunteer Coordinator:

- Recruit prospective volunteers and foster parents.
- Qualify suitability of applicants.
- Evaluate MinPinHaven volunteer needs in with Directors & other coordinators.
- Set and convey volunteer expectations.
- Coordinate volunteer training with training partners.
- Work with volunteers to assess individuals' potential at various tasks.
- Coordinate with Directors for volunteer staffing at adoptions and other special events.
- Monitor volunteers for effectiveness at tasks and reassign when necessary.
- Troubleshoot situational and personnel issues as necessary.
- Develop volunteer retention plans and incentive/reward programs.



Second Chances Through **R**escue, **M**atching **P**aws and **H**omes