

JOB – SURRENDER COORDINATOR

- Receives calls and makes contact with persons, groups, or shelters who wish to surrender a dog to WRMi.
- Reaches out to foster homes for someone to foster each incoming dog.
- Makes certain the surrender paperwork required is sent to the surrendering owner or determines what paperwork a shelter or other group requires and completes that paperwork.
- Coordinates and sometimes attends surrenders to the foster home