



## Volunteer vacancy

### REHOMING ASSISTANT

KGR are looking to recruit a volunteer, who would enjoy the challenge of helping KGR find new homes for the greyhounds and lurchers in its care.

**Location:** Primarily at kennels near High Halstow in Medway. **Please note you will need to drive for this role as there is no public transport.**

**Time Commitment:** Around 7 hours per week and would suit an individual with good inter personal & organisational skills.

#### Key Tasks:

- Dog socialising at kennels
- Arranging dog walks for volunteers from the kennels
- Providing photos and write ups from the walks for social media.
- Completing the adoption process, by meeting the new family at the kennels, ensuring all the paperwork is correct and finalising the adoption.
- Carry out follow up calls at set intervals after adoption.

#### Skills Needed

- Excellent telephone manner and written communication skills
- Outgoing, friendly and proactive character.
- Good understanding of dogs and dog behavior.
- Fully computer literate and comfortable with the main Microsoft Office tools, databases and emails.
- Be comfortable volunteering within a group or by yourself.
- No formal rehoming or kennel experience is necessary.

#### Benefits to you

- Experience working with a rescue and rehoming charity
- Demonstrate your excellent organisational skills
- Personal satisfaction in helping homeless dogs.

# Kent Greyhound Rescue

Kent Greyhound Rescue helps greyhounds and other sighthounds in need of rescue, rehabilitation and rehoming. It provides safe refuge for the dogs in its care until a suitable home-checked home can be found.

## Rescue

## Rehoming

You must be over 16 to volunteer and you will need to be able to drive to our kennels in Medway. If you would like to be part of the KGR volunteer team, please email us at [info@kentgreyhoundrescue.com](mailto:info@kentgreyhoundrescue.com) Please give a brief outline of your relevant experiences and a contact telephone number.

