



Pawsitive Match Rescue Foundation

SUPPLIES COORDINATOR

The Role

Location	On-Site	Reports To	Shelter Director
Weekly Time Commitment	2-3 hrs, variable	Direct Report(s)	Donations Team Supply Homes

The Supplies Coordinator manages and organizes donated supplies for Pawsitive Match Rescue Foundation, ensuring that foster homes and shelter animals have access to necessary resources. This role also facilitates the redistribution of extra supplies to partner organizations. The Supplies Coordinator is instrumental in keeping operations running efficiently by maintaining inventory, coordinating distribution, and ensuring animals receive essential items such as food and medical supplies.

The Responsibilities

- Create and maintain a schedule for volunteers to organize supplies regularly.
- Maintain a Google spreadsheet to track donation types and quantities.
- Communicate with the Communications Director when critical donations are low or depleted.
- Coordinate with supply homes to ensure they have adequate supplies for fosters.
- Empty the donation bin outside the shelter and sort items accordingly.
- Sort, label, and store donations on designated shelves inside the shelter.
- Learn and contribute to improving the shelter's organizational layout for easy access to supplies.
- Clean and sanitize donated items as needed.
- Follow health and safety protocols, as well as shelter policies and procedures.



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The Person

- A community member in good standing.
- Organized and detail-oriented, with a proactive approach to managing supplies.
- Strong communication skills and ability to work collaboratively with a diverse team of volunteers.
- Positive attitude and willingness to learn.
- Physically capable of lifting bulky or heavy donations (20-30 lbs), such as bags of pet food, cat litter, and large crates.

Experience & Qualifications

- Experience with spreadsheets and scheduling.
- Completion of Pawsitive Match shelter training.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.