



GET TOBY HOME – ROLE: **LOST DOG DETECTIVE**

The Lost Dog Detective will be responsible for doing a thorough search on social media and other online listings for missing dogs that GTH is supporting.

MAIN RESPONSIBILITIES

- Search online social media pages and other websites (i.e. craigslist, rescues, humane societies etc.) for the missing dog
- Back up search by tracking information possible matches found by taking screen shots and keeping good detailed records of information found
- Communicate with the team with findings
- Be able to work independently

RECOMMENDED SKILLS & COMMITMENT

- Ability to volunteer a minimum of 5-10 hours a week
- Self starter, good problem-solver and highly self-motivated
- Have an active Facebook account
- Dedicated team player that enjoys working as part of a team
- Excellent communication and interpersonal relationship skills
- Strong written and verbal communication skills
- Ability to communicate recommendations with Board of Directors and provide regular updates
- Ability to build strong relationships with team members and within the community
- Highly organized and detailed oriented
- Strict adherence to client and team confidentiality
- Compassionate
- Located in State of Wisconsin
- Able to attend annual meeting
- Strong knowledge of such applications as Power Point, Word, Excel and Google App programs
- Strong knowledge of search techniques using search engines and hashtags
- Strong attention to detail, highly needed for being able to identify search match patterns