

## Adoptions Coordinator at Morphs & Milestones

**Concise takeaway:** This role blends reptile welfare, people skills, and operational coordination to ensure reptiles are placed in safe, well-matched forever homes.

### Position Summary

The **Adoptions Coordinator** oversees the full lifecycle of reptile adoptions—from initial inquiry to post-adoption support. This person ensures every animal is matched with a responsible, educated adopter and that the rescue’s standards of care, documentation, and communication are consistently upheld.

### Key Responsibilities

- **Adoption Process Management** — Review applications, conduct interviews, verify husbandry knowledge, and approve or deny adopters based on rescue criteria.
- **Animal-Adopter Matching** — Evaluate reptile temperament, species needs, and adopter experience to make safe, informed placement decisions.
- **Education & Support** — Provide guidance on enclosure setup, nutrition, enrichment, and species-specific care before and after adoption.
- **Recordkeeping** — Maintain accurate digital records of applications, adoption agreements, medical histories, and follow-up notes.
- **Communication** — Respond to adoption inquiries, schedule meet-and-greets, and coordinate with foster homes and veterinary partners.
- **Policy Enforcement** — Ensure all adoptions comply with rescue protocols, state regulations, and ethical standards for exotic animal placement.
- **Event Participation** — Represent the rescue at adoption events, community outreach programs, and educational workshops.
- **Post-Adoption Follow-Up** — Conduct check-ins to ensure animals are thriving and provide troubleshooting support when needed.

## **Required Skills & Qualifications**

- Strong understanding of reptile husbandry across common species (snakes, lizards, turtles/tortoises, amphibians and invertebrates).
- Excellent communication and interpersonal skills, especially when educating new keepers.
- Ability to assess animal behavior and health indicators.
- Comfortable handling reptiles of varying sizes, temperaments, and medical needs.
- Organized, detail-oriented, and able to manage multiple cases simultaneously.
- Experience in animal rescue, veterinary care, or exotic pet care preferred but not required.
- Ability to work events or high-volume periods.

## **Physical & Environmental Expectations**

- Regular handling of reptiles and feeder insects.
- Occasional lifting of enclosures or supplies (up to ~40 lbs).
- Work in environments with heat lamps, humidity, and varied enclosure setups.

## **What Makes This Role Meaningful**

You're not just processing paperwork—you're shaping the future of each animal that comes through the rescue. A great Adoptions Coordinator prevents neglect, improves public understanding of reptile care, and ensures that every placement is a responsible one.