

Dog Foster Coordinator Job Description

Position Summary: The Dog Foster Coordinator Position is an hourly, part-time, non-exempt position that oversees the FOTAS Foster program. Specific responsibilities include: Provides support for FOTAS volunteer foster families, serves as a liaison between foster families and Jackson County Animal Shelter staff, communicates with fosters to ensure the proper care of shelter animals, assists in foster volunteer recruitment and retention, and encourages the promotion of animals for adoption. This position is approved for no more than 10 hours of paid time per week. This position is under the direction and supervision of the FOTAS Executive Director.

Basic Qualifications:

Must be able to work with and around animals. Must have a valid driver's license or evidence of equivalent mobility. Must have excellent written and verbal communication skills. Must be able to exercise good judgment and problem solve with foster families, when issues emerge. Must be able to work with minimal supervision.

Has or acquires the knowledge of common health problems, disease symptoms and handling techniques for dogs and puppies.

Has a basic understanding of dog behavior and can make recommendations for: transitioning a shelter dog to the home, managing a foster dog with other pets or children in the home. Is familiar with and can provide recommendations for crate training, resource guarding, separation anxiety, and the facilitation of "meet and greets" with potential adopters.

Desired Qualifications:

Prior experience working or volunteering at an animal shelter. Experience as a licensed vet tech. Prior experience managing volunteers.

Foster Coordinator Responsibilities:

1. Recruit, train, mentor, and serve as primary contact for foster volunteers.

- Facilitate movement of shelter animals into foster care.
- Interview, screen and perform home visits, as needed, of potential foster volunteers.
- Keep all foster materials and programs up to date, and provide appropriate orientation materials, manuals, and handouts to all foster volunteers.
- Provide individualized training, including techniques to help an animal transition from the shelter to a foster home.
- Enter new foster contacts to the Volgistics system.

-Work with the FOTAS Volunteer Service Manager regarding volunteer issues that require manager involvement.

2. Maintain contact with foster families on a regular basis:

- Promptly respond to phone calls, emails, and texts from foster families.
- Take a proactive role in providing on-going education and input to foster families. -----
- Encourage scheduling spay/neuter appointments when animals are ready for adoption.
- Made recommendations to staff identifying foster homes with particular skill sets or limitations.
- Make sure fosters are adequately supplied with equipment and food.
- Check-in on foster animals with medical or behavioral issues and report findings to JCAS staff.
- Provide training for foster families as needed on medical issues, behavioral challenges, and basic care.
- For those foster families willing to have their foster animals adopted from home, assist foster family in creating foster animal profiles and photos. Encourage the use of various advertising and promotional efforts, including Craigslist ads, flyers, promotional events, etc.

3. Maintain communication with JCAS staff:

- Respond to staff emails, phone calls and texts in a timely manner.
- Work with shelter staff to identify animals appropriate for the foster program.
- Follow up with fosters as requested by staff.
- Keep JCAS staff updated on issues with foster animals and foster changes.

4. Maintain communication with FOTAS Board:

- Provide a written monthly foster report.
- Provide an annual report to the Board, including an assessment of the effectiveness of the program.
- Make presentations by attending Board meetings as needed or requested.

5. General Management of the Foster Program:

- Train experienced fosters to become mentors, who are available to assist new fosters, as needed-
- Track and order supplies as needed for mentors. Manage supply inventory with JCAS - Staff to ensure proper accounts are being used. If these are FOTAS accounts, then JCAS staff don't need to be involved.
- Implement incentive and recognition awards to ensure volunteer retention.

- Work with other FOTAS volunteers to achieve Foster program goals.
- Keep all foster orientation materials, manuals, and information up to date.

How to apply:

Applicants should send a cover letter, resume and three recent references to ed@fotas.org. Please indicate in the subject line, Dog FOSTER COORDINATOR/Last name, First Name.