



Sonoma Humane Society Job Description

Job Title:	Foster Care Coordinator	Location:	Santa Rosa
Department:	Foster	Hours:	Variable
FLSA Classification:	Part-time, non-exempt Salary range:	Reports To:	Foster Program Manager

SUMMARY

The Foster Care Coordinator is responsible for managing the flow, placement and return of foster and fospice animals as well as recruiting, nurturing and educating the volunteer foster caregivers.

DUTIES AND RESPONSIBILITIES

- Coordinate the transfer of animals to the appropriate foster home matching skill level and availability.
- Schedule pick up and drop off appointments.
- Schedule medical and tech appointments.
- Schedule spay/neuter return appointments.
- Provide basic medical care and behavioral enrichment for the shelter animals.
- Work with foster team members and other SHS departments to keep the program running smoothly.
- Document job procedures so department runs consistently all week.
- On-call phone hours for after-hours emergencies.
- Develop and implement initial and on-going volunteer training; address performance needs and provide professional guidance to program volunteers.
- Maintain appropriate volunteer records and database.
- Maintain and enhance volunteer communications and updates through email, telephone, in person and through written correspondence.
- Respond to foster parents in a timely fashion.
- Acquire appropriate volunteer paperwork and waivers.
- Work with volunteers to ensure proper protocols are followed.
- May include administering of vaccines, dewormings, and other basic medications.
- Work with the foster team helping to identify and address medical and behavioral concerns.
- Organize supplies for foster volunteer pick up.
- May transport animals in a Sonoma Humane Society vehicle and travel to other animal welfare agencies.

Supervision: This position reports directly to the Foster Program Manager and has no direct reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with companion animals.
- Knowledge of cat and dog health and behavior issues, particularly those common in a shelter environment.
- Knowledge of basic animal healthcare; RVT, Veterinary Tech or other veterinary medical skills and knowledge a plus.
- Ability to handle animals safely and effectively.
- Effective record-keeping skills.
- Excellent management and organizational skills, including coordination of volunteer and staff activities.
- Must be articulate, organized and able to manage multiple priorities.

- Ability to be patient and tactful when interacting with challenging, sensitive or emotional people and issues.
- Strong written and communication skills.
- Working knowledge of Microsoft Word, Excel, Shelter Buddy and Infinity a plus.

QUALIFICATIONS

- Must hold a valid CA driver’s license, have dependable transportation and be able to provide proof of insurability.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with animals, do phone or computer work for blocks of time, communicate effectively (speak and listen), sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear and operate a vehicle.
- Must be able to lift and move objects and animals up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment: Busy office with exposure to moderate noise levels (such as barking dogs, ringing phones). The employee is generally working in a shelter environment and will be exposed to frequent handling of animals with unknown behaviors and temperaments.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date