

Job Description

Foster Coordinator, Part-Time



General Position Summary:

The Foster Coordinator will be responsible for recruiting new foster homes in the community, coordinating the transfer of animals from Nevada Humane Society (NHS) to foster families, providing ongoing support to these families, tracking foster information, and ensuring the animals are returned to NHS as scheduled. The Foster Coordinator also assists in general clerical tasks to support the overall administrative and foster functions of the organization, including routine office duties as well as special projects.

Responsibilities:

- Coordinate volunteer foster program, including recruitment, placement, and documentation
- Call potential foster families in a timely fashion to support the needs of both NHS and Washoe County Regional Animal Services (WCRAS)
- Coordinate with WCRAS to pick up animals and transfer to Nevada Humane Society for processing and preparation for foster pickup.
- Ensure that fosters are safely secure for the night, whether in shelter setting, regular foster home, or temporary foster home for the night
- Maintain the foster disposition board in Adoption Manager's office so that staff has an up-to-date status
- Maintain an organized list of foster family requirements and availability
- Provide ongoing assistance, coaching, and moral support to current foster families
- Stay in contact with foster families to ensure that fosters are brought back to the shelter at the appropriate time
- Oversee the input and maintenance of foster data in appropriate databases
- Thank fosters and show appreciation as appropriate
- Recruit new fosters as needed
- Perform tasks as requested and directed by department managers and directors
- Assisting with special projects as needed

Specific Job Skills:

- Ability to work courteously and cooperatively with volunteers, staff, and the public
- Work as a team player, supporting the overall goals of the organization
- Strong interpersonal skills – outgoing, patient, professional, and able to get along well with variety of people
- Ability to handle multiple tasks and work in a fast paced environment under sometimes tight deadlines.
- Ability to provide quality customer service
- Maturity, good judgment and a professional personal appearance
- Ability to show compassion and empathize with the foster families
- Foster public relations beneficial to the shelter and its programs
- Strong written and oral communication skills
- Ability to read, write and understand English
- Ability and initiative, working with minimal supervision and direction
- Well organized
- Respect for people and animals
- Demonstrate affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place
- Understanding of the care of neonatal kittens and other special needs animals

- Familiarity with animals, knowledge of animal behavior, and experience working with animal welfare fostering programs is preferred
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies
- Proficiency in Microsoft Windows and Office, especially Word, Excel, and Outlook; comfortable learning and using online information systems

Educational Requirements: High school graduation, plus two years of public contact work or volunteer experience, preferably working with animals.

Availability: NHS is open seven days a week, as animals need daily care. Ability and willingness to work a flexible schedule.

Department: Community Programs

Exempt/Non-Exempt: Non-exempt, part-time seasonal position – must be at least 18 years of age and have a valid driver's license. If hired, able to present a clean driving report from the Department of Motor Vehicles. Minimum of 20 hours per week required. Starting pay is \$8.00 per hour.

Immediate Supervisor: Volunteer Coordinator

Job Scope: This position performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies, and procedures. Mistakes or errors may result in work stoppage, loss of business, poor customer relations, and or damage to property or harm to the animals, all of which can have negative implications for the organization.