

Foster Program Assistant

POSITION TYPE: Voluntary

POSITION REPORTS TO: Foster Coordinator, (name)

POSITION SUMMARY:

Volunteers in this role will assist the Placement Coordinator with tasks related to coordinating, managing, and expediting the shelter's foster program, which includes:

- Communicate with the Foster Coordinator about animals who are eligible for foster placement or are currently in foster care
- Gather supplies needed by foster families for their foster animals and organize the foster supply closet on a regular basis
- Communicate with foster care providers about animals in their care, including medication and treatment reminders, check-ins on the animal(s), and any needed refills on food/supplies
- Use the shelter's animal inventory software to enter information on foster animals including foster profiles, photos, and bios
- Have a working knowledge of commonly-asked questions and answers about the foster program

POSITION SPECIFICATIONS:

Volunteers must have the ability to interact with staff, visitors, and other volunteers in a courteous manner and be able to stay focused and polite, even in stressful situations. They must have the ability to follow directions with minimal supervision and to communicate well in a fast-paced environment. They also must have data entry skills and a willingness to learn and properly utilize the shelter's animal inventory software.

WORKING CONDITIONS:

The working conditions described here are representative of those an employee encounters while performing the essential function of this job. Subject to animal bites and scratches. Exposure to chemicals, prescribed drugs such as antibiotics, topical medications, etc, and cleaning products. Exposure to zoonotic (animal transmitted) diseases.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Regular lifting to 10 lbs, frequent lifting to 35 lbs, and occasional lifting over 35 lbs with reasonable accommodations. Frequent walking, standing, bending, and stooping.

TIME COMMITMENT:

As needed by the Foster Coordinator. Foster program assistants should be able to commit to a six hour a month minimum with regular shifts.