**Job Title: Foster Coordinator**

**Reports to: Fill in**

**Objective:** The foster coordinator will work with the (fill in title of manager) to execute (Organization’s Name)’s Foster Program in accordance with the organizational mission, policies, goals and objectives to help increase resources and promote organizational success.

**Hours**: It is expected that the foster coordinator will perform duties in the shelter a minimum of (fill in amount from budget worksheet) hours per week depending on the season.

**Duties &Responsibilities:**

* Plan and manage foster kitten intake
* Recruit, train, coach, and retain foster parents and mentors
* Assign mentors to foster parents
* Perform kitten intake exams
* Find foster placement for kittens and mother cats
* Track and manage foster supply inventory
* Serve as a liaison between the hospital staff and foster parents as needed
* Field foster parent phone calls during shelter hours
* Schedule spay and neuter surgeries for all foster kittens and their moms
* Manage the flow of kittens returning from foster care to the adoption floor
* Address and resolve conflict or issues with foster volunteers as they arise
* Schedule and lead foster and mentor trainings
* Coordinate continuing education opportunities
* Work with other departments to plan kitten adoption events
* Track foster statistics
* Update and create program materials as needed
* Assist with fundraising efforts to help offset program costs
* Other duties as necessary or assigned

**Qualifications:**

**Experience**:

* 2-3 years on the job veterinary assistant experience preferred
* Prior shelter or animal control experience preferred
* 2-3 years fostering kittens and/or moms and kittens
* Customer service experience required
* Previous experience working within a volunteer organization

**Skills:**

* Excellent communication and interpersonal skills
* Ability to manage multiple tasks, etc
* Computer knowledge (Microsoft office, Google Suite, Your Software, etc)
* Ability to work cooperatively in a team environment
* An extensive knowledge of queens and kittens
* Strong organizational skills

**Key Competencies**

* Compassionate care for cats and other animals
* Leadership: the ability to motivate others, coach and mentor, inspire quality performance, problem solve
* Integrity
* Customer service to clients, staff and volunteers and community contacts
* Teamwork
* Drive for results

**Education**

* Veterinary assistant training/education
* High school education or equivalent
* On the job training