



## JOB DESCRIPTION

### **Foster and Rescue Coordinator**

*Implemented 11/15, FLSA Status: Exempt*

**SUMMARY:** The Foster and Rescue Coordinator is responsible for coordination of the volunteer foster program, to include all Pennsylvania SPCA rescued animals as well as those animals in protective custody, and coordinating the transfer of animals to local, regional, and national rescue partners.

The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

### **PRINCIPAL DUTIES:**

#### **Volunteer Foster Program**

- Will enforce and maintain program design/protocol for the foster program with specific requirements to assure compliance for foster care of animals in protective custody
- Carefully manage number of pets in foster, providing frequent and consistent communication with fosters ensuring the needs of the animals are being fulfilled and goals of the foster placement are being met
- Will oversee the efficient operation of Foster orientation and work with the Director of Lifesaving to implement continuing education opportunities for foster parents
- In collaboration with the Volunteer department recruit fosters; assist by writing content for social media outlets, school and corporate tours, website feature
- Recruit adequate number of volunteer foster caregivers and verify they meet program standards
- Maintain organized list of foster caregivers, including skills and experience, requirements, availability and contact information
- Design training curriculum and assure foster families are trained in all policies and procedures as well as in basic animal care, proper care for infants, and other as needed
- Understand and implement protective custody fostering regulations and protocols
- Coordinate the transfer of animals into foster homes and off-site programs and back to the shelter in a timely fashion, if not adopted directly from foster care

## **Rescue Program**

- Through collaboration with the Lifesaving department, Medical and Behavioral teams, identify candidates for rescue placement
- Secure rescue placement for the most vulnerable, in need portions of the animal population
- Establish and maintain strong professional and transparent relationships with rescue partners
- Expand local, regional, and national rescue partnerships through networking, education, and outreach efforts
- In collaboration with Lifesaving department, medical, and behavioral teams continually evaluate the population to ensure animals in need of alternative placement are being promoted as such

## **Additional Responsibilities**

- Participate collaboratively with Lifesaving, Operations and Medical teams to ensure efforts are being made organization wide to continually improve the lives of the animals in our care
- Proactively work with Humane Law Enforcement division to aid in the efficient placement of surrendered animals
- Provide assistance as needed to Lancaster, Danville and Main Line sites to ensure efficient, effective placement and management of animals in foster care, as well as transport to rescue organizations
- Other duties as assigned

## **EDUCATIONAL REQUIREMENTS**

- Minimum High School diploma or GED required; some college, trade, vocational school, college or further education preferred
- Proficient computer abilities. Knowledge of internet, social media applications, Microsoft Word and Excel required; knowledge of PetPoint Animal Management System and/or Cornerstone software and web-based software a plus

## **EXPERIENCE, ABILITIES AND QUALITIES REQUIRED**

- Current, valid driver's license and approval as an eligible driver
- Strong written and verbal skills, including the ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times
- Strong problem-solving skills – focusing on finding solutions to problems and challenges.
- Strong organizational and computer skills
- The ability to remain pleasant and calm even in stressful situations as well as the ability to ask appropriate questions to gather information along with the ability to feel and show empathy for others.
- Flexibility, ability to manage multiple tasks
- Ability and initiative, work with minimal supervision and direction.
- Professional demeanor and appearance

- Prefer animal welfare experience, including basic knowledge of animal welfare issues, knowledge of animal behavior and/or prior work with animal welfare fostering programs

**IMMEDIATE SUPERVISOR** Director of Lifesaving

**FLSA STATUS** FLSA STATUS: EXEMPT POSITION Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. Includes weekends, night, holiday and on-call work. Must be available to work weekends.

**INTRODUCTORY ASSESSMENT PERIOD** The introductory assessment period runs from the date of hire for three months thereafter. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Pennsylvania SPCA may end the employment relationship without notice or prejudice.

**EMPLOYMENT** There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.

The Pennsylvania SPCA is an equal opportunity employer.