



## Charlottesville-Albemarle SPCA Job Description

**Position:** Foster Coordinator  
**Job Status:** Exempt  
**Reports To:** Foster Manager  
**Revision Date:** 8/12/2021

### Position Summary:

The Foster Coordinator is responsible for performing support functions for all aspects of the foster care program. This includes facilitating placement of animals in appropriate foster homes, supporting the Medical Foster Coordinator regarding medical and surgical concerns, aiding foster caregivers in foster animal adoption placement, and helping expand the organization's foster base as the program continues to grow.

### Essential Duties / Responsibilities:

- Answer phone calls and emails from foster caregivers within a timely manner.
- Facilitate placement of foster eligible animals into and out of foster care homes.
- Manage foster supply area, reporting supply shortages or needs to foster care manager.
- Ensure foster animals have identifiable photos and clearly worded memos before surgical appointments.
- Maintain close communication with adoption team to coordinate foster animal adoption placement.
- Update foster boards each day to communicate animals in need of foster care with foster caregiver base.
- Monitor animal inventory, surgical, and population reports under the guidance of the Foster Manager to designate eligible foster animals as such and identify high-priority foster candidates.
- Provide ongoing behavioral support and educational resources to foster caregivers.
- Assist in maintaining a foster on call list.
- Engage new foster applicants and provides guidance through the foster onboarding process
- Support the program's foster recruitment and development initiatives to expand the number of animals able to be placed in foster homes.
- Coordinate with the adoptions team to ensure foster caregivers are appropriately marketing animals and responding to adoption inquiries.
- Update social media accounts to promote animals available for adoption in foster care.
- Assist in foster department end of day reporting.
- Performs other tasks and duties as assigned by the Foster Manager.

### Physical Requirements & Work Environment:

- Ability to lift and transport items weighing up to 65 pounds.

- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand and sit for significant periods of time.
- Exposure to disinfectant solutions and zoonotic diseases.
- Subject to animal bites and scratches.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. May require evening, holiday and weekend work hours.

**Skills / Experience:**

- High School Diploma or G.E.D.
- A minimum of 1 year in customer-service job related experience; experience in a veterinary clinic or animal shelter preferred.
- Valid Virginia Driver's License required.
- Must be comfortable safely driving all SPCA transport vans and Compassionate Care-A-Van, abiding by all traffic laws.
- Must be able to safely and compassionately handle and work with all cats and dogs, including those with medical or behavioral challenges.
- Excellent communication skills (written and verbal)
- Possesses a positive attitude and the ability to remain calm under pressure.
- Ability to work compassionately with clients in various emotional states.
- Must possess good critical thinking and problem solving skills
- Flexible and independent; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to CASPCA's mission.
- Skill in operating or quick ability to learn the various software programs utilized by CASPCA including Excel, PowerPoint, and Word.
- Database experience preferred.

**Employee Acknowledgement:**

Signature of Employee: \_\_\_\_\_

Date \_\_\_\_\_

Print Name:

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