



Job Title: Foster Coordinator
Reports To: Executive Director
Supervisory Responsibility: No
Part-time: 15 hours/Week
Hourly: \$13-\$15/Hour

Work Schedule: The St. Croix Animal Welfare Center operates seven days per week, 365 days per year. The work schedule will vary based on the needs of the organization and will include evenings and weekends when necessary to meet the organization's needs.

Are you passionate about animal rescue? The St. Croix Animal Welfare Center is looking for the right person to join our team of Foster Coordinators. The Foster Coordinator works with the St. Croix Animal Welfare Center's foster program evaluating and placing animals in foster homes. The Foster Coordinator collaborates with the veterinary team to ensure the adequate care of animals in foster care as well as colleagues working in intake, adoptions, pet transfer, and volunteer programs. The position requires prior experience working with animals (substantive volunteer experience counts!). The ideal candidate is a team player, well organized, an excellent and tactful communicator both orally and in writing and is enthusiastic about the work of the organization. If possible, we would love to work with someone who has themselves fostered animals in the past and therefore has first-hand knowledge of the types of experiences common for foster caretakers. The work environment is fast-paced but extremely rewarding. This part-time position both offers and requires flexibility. See complete job description below.

JOB DESCRIPTION

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Supervisory Responsibility: No

Part-Time 15 hours/week

Compensation: Commensurate with experience

Work Schedule: The St. Croix Animal Welfare Center operates seven days per week, 365 days per year.

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ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Develop, implement, and evaluate measurable goals, objectives, and procedures for the foster program which reflect the mission and values of the organization.

Work with other staff members to source and recruit foster volunteers through various techniques (databases, e-mail, social media etc.)

Collect information on foster availabilities and skills to maintain an accurate database of current and potential foster homes.

Facilitate the reception of the animal by the foster volunteer and ensure that foster volunteers are informed properly on the feeding, care and medical treatment of the animal.

In partnership with and with direction from Shelter Medical Coordinator and Veterinarian, schedule and monitor medications, regular medical visits, and veterinary appointments for animals in foster care.

In partnership with Shelter Medical Coordinator, evaluate any potential health risks of animals going into foster homes (i.e. special or contagious conditions, known injuries that require unique care, extremely young animals that require bottle feeding, etc.) and match placement of such animals with appropriate foster environments and volunteers to reduce risk to the AWC animal, foster volunteer, and other individuals and animals in foster home. Ensure a high level of transparency and information sharing with foster volunteers regarding risks and strategies to mitigate risks for animals with special behavioral or medical concerns.

In partnership with Adoptions team, schedule and facilitate activities to promote adoptable animals in foster care.

Educate foster caretakers about what to expect, how to socialize foster animals in their home, liaise with foster caretakers frequently, field inquiries about caretaking via email, text, and phone.

Promote the program and the organization to gain community support and increase involvement.

Other duties as assigned by supervisor to support agency operations including but not limited to supporting front desk operations

OTHER REQUIREMENTS:

Animal handling experience is a must.

Animal rescue and experience fostering animals is strongly preferred.

No criminal convictions or injunctions at the local, state and/or national level which could demonstrate an inability to carry out the agency's mission or programs.

Upholds the ethical standards of the agency.

Follows policies and procedures of the agency.

May be required to work some holidays and weekends as required to fulfill workload requirements.

Must have reliable transportation.

PHYSICAL DEMANDS: This position sometimes requires lifting and carrying materials and animals weighing up to 50 lbs. It may be necessary to leash walk large and strong animals that pull and jump. **TO**

APPLY: Please send cover letter, resume, and three professional references to administration@stcroixawc.org or deliver in person to our 5 Corners Shelter/Clinic location, 1C1D La Grande Princesse. For more information, visit www.StCroixAWC.org.