



ANDERSON HUMANE

Foster Coordinator

Job description

Anderson Humane is a progressive, non-profit, animal welfare organization. We focus on creating and supporting mutually beneficial relationships between people and animals through adoption, veterinary care, community programs, and wildlife rescue and rehabilitation.

Anderson Humane's Foster Coordinator guides foster families through every stage of the experience from onboarding and training to ongoing communication and problem-solving to ensure animals receive proper medical care, enrichment, and monitoring. The Foster Coordinator is a key point of contact, sharing updates with staff and helping to create positive, successful outcomes for both animals and their caregivers.

Reports to: Foster & Volunteer Manager

Job Type: Full-time, Non-Exempt, Onsite

Duties and Responsibilities *(including, but not limited to)*

- Facilitate the completion, routing and filing of paperwork relating to foster animals and foster families.
- Demonstrate Fear-Free methodology in animal handling, enrichment, and training.
- Train fosters to provide nurturing and knowledgeable animal care including watching for health and behavioral changes, and the use of fear-free methods for enrichment and handling.
- Communicate the animal's medical or behavioral needs to the foster family prior to placement.
- Prioritize placement of animals with urgent needs into appropriate foster homes.
- Confirm foster animals receive their medications and vaccinations according to schedule and attend all vet clinic appointments.
- Participate in the staff rotation of responding to inquiries on the after-hours emergency line.
- Coordinate the logistics of placing animals into foster homes.
- Administer microchips and vaccinations to foster population.
- Communicate the health and behavior status of foster animals to the appropriate audience as needed.
- Promptly respond to requests for assistance from foster families.
- Ensure fosters adhere to the expectations outlined in the Foster Manual; update as needed.
- Attend any events, meetings, and programs upon request.
- Other duties as assigned.

Work Environment

- Must be available to work a flexible schedule of mornings, afternoons, and evening shifts on weekdays, weekends, holidays, and non-standard hours when needed.
- Shared workspaces and collaborative team environments.
- Frequent interaction with animals of varying species, temperaments, and behavioral and medical conditions.
- Exposure to high noise levels, zoonotic diseases, animal bites and scratches, and cleaning chemicals.
- Combination of indoor and outdoor work in varying weather conditions.
- Physically active role requiring standing, walking, bending, and lifting throughout the day; ability to lift up to 50 lbs. with assistance.

Candidate Requirements

Education and Expertise

- Associate or bachelor's degree preferred.
- Professional foster care program experience or equivalent experience is a plus.
- Must have own transportation, valid driver's license and insurable driving record.

Knowledge, Skills, and Abilities

- Demonstrates appreciation and respect for all life and ability to model compassionate, respectful behavior toward both animals and people.
- Thrives in a public-facing environment with an enthusiasm for connecting with people.
- Strong communication skills; ability to tailor communication appropriately to different audiences.
- Excellent communication, customer service, and conflict resolution skills.
- Working knowledge of animal behavior and body language of dogs and cats.
- Sense of comfort learning new computer programs and technology
- Demonstrates the ability to manage projects, communications, and priorities in a constantly changing environment.
- Commitment to Anderson Humane's mission and vision, with a desire to advance the organization through strong relationships.

Euthanasia Statement

The staff and volunteers of Anderson Humane must understand and accept that, even though all reasonable accommodations are made to support the physical and emotional health of our animals, there are situations in which animals must be euthanized.

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