



Idaho Humane Society Job Description

Foster Program Coordinator

The Idaho Humane Society is a community supported open-door facility that provides shelter, medical care, adoption services, and much more to 15,000 animals annually. Since its inception in 1945, the Idaho Humane Society has become one of the most recognized nonprofit organizations in the community and boasts some of the best adoption rates nationally.

Department:	Special Programs
Classification:	Regular, non-exempt
Job Relationships:	Supervised by Foster Program Supervisor
Salary:	DOE
Benefits:	Medical and Dental Insurance, 401K Matching Contribution, Discounts on Veterinary Care and Retail Store Pet Supplies, Veterinary Care Credit and Free Adoption annually

Duties and Responsibilities:

The Foster Program Coordinator is responsible for daily functions of the foster care program including but not limited to the following:

- Assisting foster parents by responding to their needs and questions regarding foster care, providing them with tools and materials to perform this service and acting as a liaison between staff and foster parents when needed.
- Updating and maintaining computer database with information regarding current foster parents and the animals they foster.
- Providing accurate and current reports on animals in Foster program for various departments.
- Updating and posting foster animals on website in order to promote adoptions to public.
- Caring for any animals that are currently being housed in foster holding (the lounge) by cleaning, feeding and medicating these animals until they go out to foster care or are medically cleared and put on the adoption floor.
- Working with Veterinary and Shelter staff to create and maintain procedures and policies for constantly changing Foster Program.
- Maintaining and updating Foster Program bulletin boards in Cattery and hallway bulletin board.
- Answering e-mail and phone calls relating to Foster Program on a daily basis.
- Recruiting foster parents via email with information regarding animals in need of foster care.

- Attend any training related to Foster Program in order to develop relevant knowledge and skills.
- Present a positive and professional image of the Idaho Humane Society to the public.
- Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
- Other duties as assigned.

Qualifications:

- Required:
 - Training and/or experience working with pets required.
 - General knowledge of pet behavior and care.
 - Strong written and oral communication. Professional in appearance and behavior.
 - Proficient with Word, PowerPoint, Excel and Photoshop.
 - Good photography skills.
 - Possession of a valid Idaho Driver's license with a clean driving and criminal record.
 - Positive attitude and self-motivation a must.
 - Sincere interest in IHS mission and vision.
- Education/Training
 - High School diploma or equivalent, college degree preferred.

Working Conditions

- Indoors in air-conditioned/heated office, outdoors at shelter or on-location for various activities, may include car travel back and forth to locations.
- Some evening and weekend hours may be required. Must be able to work flexible/changing hours based on needs and able to work additional hours as needs arise.
- Regularly operates a computer and other office equipment.

Mental, Physical and Communications Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires ability to work in a fast paced environment with minimal supervision.
- Requires patience and tact when working with difficult, emotional or angry people.
- Requires speaking and writing effectively and clearly in a professional manner.
- Requires ability to work in a team environment.
- Ability to lift up to 50 pounds.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Idaho Humane Society is an Equal Opportunity Employer