

## **Okandogs Volunteer Position Description**

**Position Title:** Foster Coordinator

**Schedule:** Part-Time, Variable Schedule

**Summary:** Under general supervision, the Foster Coordinator is responsible for assisting in the development and coordination of the Okandogs foster program.

### **Primary Duties & Responsibilities**

- Recruit and train foster care providers, including developing and updating foster care training and program materials as needed.
- Maintain regular contact with foster care providers; provide support for behavior and medical issues.
- Ensure foster families receive the timely support, information, and tools they need to succeed, keeping them updated on program enhancements, policies, and protocols.
- Represent Okandogs to foster families, providing friendly and respectful guidance and promote a strong commitment to teamwork, customer service and consistent standards.
- Perform home visits and monitor the health and behavior of animals in foster care, assuring that animals in foster placement receive proper veterinary care and humane treatment.
- Schedule and host foster volunteer training sessions and accommodate individual trainings as needed.
- Coordinate movement of dogs into and out of foster care; order and distribute supplies as needed.
- Assist with coordinating and transporting dogs to shelter partners and off-site adoption events.
- Coordinate and assist with veterinary care for animals in the foster program
- Maintain thorough records of animal care and provide regular reports to management and the Okandogs board regarding program status, successes and challenges.
- Other duties as assigned.

### **Qualifications and Skills**

1. Commitment to the mission, goals and success of Okandogs.
2. Six months of experience working or volunteering with an animal care, rescue, or shelter organization.
3. Experience as a veterinary assistant or technician is desirable.
4. Knowledge of basic animal health care and safe animal handling practices with the ability to recognize symptoms of common animal diseases and conditions.
5. Familiarity by training or experience with basic animal care such as vaccination, deworming, weighing and administering medications.
6. Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic.
7. Ability to work independently with good judgment.
8. Strong communications skills and the ability to communicate in a polite and professional manner with staff, volunteers and the general public.
9. Ability to lift and handle dogs of all breeds and sizes.
10. Flexible schedule with the ability to respond quickly as needed.
11. Valid Driver's License.