



Canine Foster and Volunteer Coordinator

Reports To: Shelter Operations Director and Executive Director

Collaborates With: Adoption, Canine Care, and Transport Coordinators as well as Veterinary and Development Staff

Time Commitment: This is a full-time position requiring 40 hours per week. Schedule is tentatively Tuesday-Saturday, however, Saturdays are required. This position requires working some weekends, evenings, and holidays.

Overview:

This position combines two important positions at AAA. The foster aspect will take up approximately 65% of the time and the volunteer aspect 35%. There may be times, especially around events, when the ratio will change.

Canine Foster Coordinator: is responsible for managing the movement of dogs from shelter to foster care and back and maintaining a reasonable number of dogs out in foster care. Currently 70% of Acadiana Animal Aid's intakes reside in foster homes. The canine foster coordinator oversees all aspects of foster recruitment, canine placement, and real time communication with fosters and Acadiana Animal Aid staff to ensure the health of the dogs and availability for vet care, meet and greets, and transport. This position is responsible for coordinating preventive health care, record keeping, appointment setting, supply management, and weekly/monthly status reporting.

Volunteer Coordinator: oversees all aspects of the volunteer program including communications, recruitment, training, retention, recognition and placement, as well as a range of administrative duties. The Volunteer Coordinator serves as the on-site point of contact for volunteers, supports communication between volunteers and various departments/programs, and ensures departments/programs are able to meet their volunteer needs.

Canine Foster Coordinator Responsibilities:

- Manage all aspects of foster placement, including:
 - Process foster applications as they are received; evaluate foster capabilities to create the best possible foster match.
 - Conduct meet and greets with potential fosters.
 - Coordinate with the vet care staff to schedule medical appointments and ensure the foster pet receives all relevant vet care during their time in foster.
 - Ensure the foster has everything they need by providing necessary supplies, including: medications, food, crate, identification collar or microchip, etc.
 - Check files weekly to ensure veterinary staff has maintained up to date information on current fosters.
 - Work closely with adoption and transport coordinators to schedule foster dogs in for necessary drop offs.
- Maintain digital files for each foster parent in ShelterLuv with accurate contact information. Update foster spreadsheets regularly to track data on the program and ensure relevant staff has access to this information.
- Communicate with the canine care coordinator in a timely fashion about all foster dogs leaving or returning to the shelter.
- Take photos of foster dogs before leaving the shelter and submit to Transport and Adoption Coordinators.
- Work in conjunction with volunteer coordinator to identify strategies to expand foster parent base with an emphasis on large foster dog homes.
- Encourage foster parents to share pictures, videos and join our Foster Facebook page to assist with promotions.

Volunteer Coordinator Responsibilities:

- Actively recruit volunteers through the use of the website, print media, community calendars, public speaking, attendance at community meetings and events, etc.
- Respond to inquiries about the volunteer program.
- Review volunteer applications.
- Prepare for, schedule, and provide regular volunteer orientations (approximately 4 – 6 per month).
- Train, mentor, and serve as primary contact for volunteers.
- Schedule/conduct dog walking mentorships with new volunteers.
- Manage volunteer database using Volgistics software (trainings, hours, acknowledgements).
- Ensure all volunteers have signed necessary forms; are reporting their hours; and volunteer rosters are up to date.
- Keep all volunteer materials and programs current and provide all volunteers with orientation materials.
- Act as liaison between staff and volunteers; communicating concerns from both groups.
- Secure and organize volunteers for events and programs and attend events.
- Create monthly volunteer email communication including upcoming events and opportunities.
- Create real-time Facebook posts informing volunteers of opportunities and requesting volunteers as needed.
- Organize monthly Junior volunteer day; secure teacher/s and communicate with parents.
- Track data on volunteer programs.
- Attend bi-weekly meeting with Executive Director to review volunteer program status and needs.
- Employees are encouraged to think about all avenues for foster, volunteer, donor engagement and programmatic improvements.

Skills and Experience

- Minimum one-year experience working with shelter/rescue dogs is preferred.
- Veterinary technician experience is preferred.
- Must be computer literate; proficient in Microsoft Office and ability to learn shelter and volunteer software.
- Superb verbal and written communication skills, including public speaking; ability to effectively communicate
- Excellent interpersonal and team building skills
- Highly organized, resourceful, proactive, and flexible; capacity to prioritize and multitask
- Must have email, phone, and Internet access.
- Must be willing to work weekends, evenings, and holidays
- Ability to professionally advocate Acadiana Animal Aid's position on issues and act with tact and diplomacy at all times
- Clean and valid Driver's License with access to transportation to travel on organization business

Physical Requirements

- This position requires periods of extended walking while conducting tours, the ability to handle large/strong dogs, and ability to lift up to 50 lbs.

Working Conditions

- Office space is in main shelter; may be required to house a shelter pet in need
- May be required to drive shelter truck or transport vehicle

Additional Information

Full-time employees are allocated 5 paid sick days and two weeks vacation days. Employees begin accruing sick and vacation time upon start of employment and are eligible to take accrued time at 90 days. AAA does not currently provide medical benefits for this position.

AAA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, nationality, sex, sexual orientation, age or disability.