

# Position Profile



---

**Foster Coordinator (Dog or Cat)**

March 2023

---

## The Position

<b>Position Title</b>	Foster Coordinator
<b>Location</b>	Calgary, Alberta
<b>Reports to</b>	Foster Director
<b>Weekly time commitment</b>	7-15 hr/week variable

## Specific Responsibilities

Pawsitive Match Rescue Foundation is run entirely by volunteers. The Foster Coordinator works closely with the Foster Director in a team of 2-3 coordinators to:

- Match dogs and cats in care to suitable foster homes.
  - Work with the shelter and intake teams to create animal profiles and promote dogs/cats to foster homes.
  - Communicate with shelter, medical, and behaviour teams as needed to determine foster home requirements.
  - Checking the email account throughout the day and responding appropriately to emails.
  - Answer questions about dogs/cats, arrange the pick up of the animal by the foster, etc.
  - Help manage difficult situations when animals require rehoming, usually due to challenges that the foster is unable to address
  - Work to place animals with specific needs and behavioural challenges, recognizing the responsibility and emotional

impact that these cases can have on everyone involved

- Act as a point of contact for foster homes.
  - Answer questions or connect foster homes to medical, behaviour and transport teams as needed.
  - Ensure foster homes are supported and understand the foster and adoption process.
- Timely record relevant info in Animal Shelter Management (ASM).
  - Includes new foster home information, dog/cat profiles, incident reports and others are properly recorded in ASM.

## The Person

### Qualifications & Experience

#### Experience

- Familiarity with fostering rescue animals is an asset.
- Familiarity with Google Workspace.
- Excellent communication skills; ability to communicate via email in a friendly, professional manner.
- Works well with a team.
- Community member in good standing.
- Ability to check emails and WhatsApp chat daily

To apply for this volunteer position, please email your resume to [foster@pawsitivematch.org](mailto:foster@pawsitivematch.org). If you are not currently a volunteer with Pawsitive Match Rescue Foundation, please also fill out a volunteer application here: <https://pawsitivematch.org/volunteer/>.