Pawsitive Match Rescue Foundation
FOSTER PROCESSOR

The Role

Location	Remote	Reports To	Adoptions Director
Weekly Time Commitment	5-10 hrs, variable	**Direct Report(s)**	N/A

The Foster Processor reviews and evaluates foster home applications to ensure the successful integration of new foster homes into Pawsitive Match Rescue Foundation. This role involves conducting phone calls to educate and provide guidance, ensuring that both the rescue organization and foster applicants have aligned expectations. The Foster Processor plays a vital role in educating volunteer foster homes, ensuring that animals are placed in a safe and nurturing environment while they await adoption.

The Responsibilities

- Review online foster applications to assess eligibility for fostering Pawsitive Match animals.
- Schedule and conduct phone interviews to review applications, explain the process, and answer questions.
- Set clear expectations with potential fosters regarding their responsibilities.
- Explain the foster's role in training and assessing animal temperament, behavior, and adoptability.
- Provide guidance on fostering logistics, including accessing animals, obtaining supplies, and arranging vet visits.
- Ensure fosters understand their role in preparing animals for adoption.
- Learn Pawsitive Match policies and processes to answer questions effectively.
- Timely documentation of application outcomes and notes in the Animal Shelter Manager (ASM) system.

- Forward approved applications and foster notes to the appropriate team.
- Maintain confidentiality of applicants' personal information.

The Person

- A community member in good standing.
- Ability to check emails regularly and conduct phone interviews.
- Strong communication skills with a professional and friendly approach.
- Strong decision-making skills with a focus on animal welfare.
- Team-oriented, with a positive attitude and willingness to learn.

Experience & Qualifications

- Knowledge of animal rescue or fostering processes is an asset.
- Regular access to a computer and phone. Training will be provided.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Screening Applications & Conducting Interviews
- Professional Writing Skills/Experience is an asset.