



Pawsitive Match Rescue Foundation

FOSTER DIRECTOR

The Role

Location	Remote	Reports To	Board of Directors Foster Coordinators Store Coordinators
Weekly Time Commitment	15-30 hrs, variable	Direct Report(s)	Intake/Imports Team Behaviour Coordinators Transport Coordinators

The Foster Director oversees and leads the foster care program at Pawsitive Match Rescue Foundation. This leadership role ensures the smooth operation of foster placements, fosters collaboration with other teams, and serves as a key decision-maker for foster policies and volunteer support. The Foster Director is essential in providing temporary, loving homes for rescued animals while ensuring their well-being and readiness for adoption.

The Responsibilities

- Coordinate animals and foster homes at a high level, with particular attention to the placement of medical and behavioral cases.
 - Provide coverage when coordinators are unavailable.
 - Send email call-outs to the foster base (approximately 1,000 subscribers) as needed.
 - Monitor and moderate the foster Facebook group.
 - Liaise with the shelter, medical, behavior, transport, and adoption teams to ensure continuity of care.
 - Plan and implement campaigns to attract new foster homes.
- Play an integral role in determining future intake capacity as a voting member of the Intakes Subcommittee:
 - Vote on intake requests (both local and imports) in high-pressure situations.



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- Make decisions based on the organization's capacity for care while balancing empathy and rationality.
- Assess the likelihood of an animal's placement in foster care and overall adoptability.
- Seek out transfer and trade opportunities for long-term foster animals.
- Build partnerships with other rescues to encourage resource and information sharing.
- Oversee and provide support to volunteers managing the following areas:
 - Cat Foster Coordinators
 - Dog Foster Coordinators
 - Store Coordinators
 - Adoption Profiles (foster page on the website)
- Develop, implement, and monitor training for new volunteers.
- Determine recruitment needs and plan for the succession of team positions.
- Attend all scheduled board meetings and take on board-specific tasks as appropriate.
- Respond to emergency situations when general volunteers are unavailable or when it is unsafe for them to intervene.
- Act honestly and in good faith, ensuring all decisions align with the best interests of the rescue.

The Person

- A community member in good standing.
- Excellent communication skills.
- Able to check emails and WhatsApp chat daily.
- Self-motivated and able to work independently with little to no supervision.
- Strong judgment and decision-making skills with the ability to balance ethical considerations.



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- Confident in conflict resolution and skilled at collaborating with diverse personality types.
- Effectively delegates responsibilities to empower volunteers and foster team ownership.
- Goal-oriented with a strong ability to use metrics to monitor progress.
- Uses strong interpersonal and communication skills to build relationships with board members, coordinators, volunteers, and community members.
- Open to learning and accepting constructive feedback.

Experience & Qualifications

- Familiarity with animal rescue work is an asset.
- Experience with Microsoft Word and Google Workspace.
- Leadership experience outside of Pawsitive Match (volunteer or professional).
- Non-profit governance experience is an asset.
- Additional training in conflict resolution, data management, formal leadership, or project/program management is beneficial but not required.
- Animal Related Skills - Dog/Cat Behavioural Assessment and Training is an asset.
- Animal Related Skills - Experienced Animal Handling is an asset.
- Administrative Skills - Computer Skills (Intermediate+)
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.