



LARIMER HUMANESOCIETY

Foster and Transfer Coordinator

Job Title:	Foster and Transfer Coordinator
Department:	Shelter – 02
Job Classification:	Full time, Hourly, Non-Exempt Position
Job Relationships:	Reports to Shelter Manager Supervises volunteers Works closely with Veterinary Services and Behavior Departments
General Purpose:	Responsible for coordinating the Organization’s animal foster care and animal transfer programs.

Essential Duties and Responsibilities:

- Coordinates and ensures adequate coverage of the required animal foster and transfer duties.
- Coordinates animal foster appointments and responds to associated emergencies as required.
- Recruits, trains and supervises foster care and transfer volunteers; maintains appropriate levels of volunteers.
- Coordinates and performs animal foster home inspections.
- Coordinates movement of shelter animals into foster care.
- Coordinates and transports animal transfers to and from placement partners and other facilities, which can be out of state and overnight.
- Follows PACFA regulations and guidelines.
- Creates and distributes electronic program communications.
- Responsible for annual Placement Partner recognition event.
- Creates presentations and delivers department-specific orientation and training.
- Responsible for handling, vaccinating, examining and medicating animals.
- Performs euthanasia as assigned.
- Monitors health and behavior of animals in foster care and coordinates follow-up with appropriate department.

Other Duties and Responsibilities:

- Works closely with Behavior and Veterinary Services departments.
- Assists with animal evaluations and enrichment, as needed.
- Attends meetings and participates on committees as assigned.
- Reviews and assists with updating standard operating procedures as assigned.
- Other duties as assigned.

Job Qualifications:

Education/Experience: Associate degree in biology, animal behavior, animal husbandry, a related field or equivalent work experience required. One year work experience. Companion animal care and handling experience required. Proven customer service experience required. Emotional intelligence, work ethics and work integrity required. Supervisory experience a plus. Previous animal foster care coordinator experience highly desirable. Animal euthanasia and vaccination certification or experience desirable. Veterinary assistant or technician experience a plus. Chameleon software experience a plus. Neonatal animal care experience helpful and experience driving a passenger van a plus. Animal welfare experience preferred.

Knowledge: Knowledge of basic animal nutritional requirements; Knowledge of basic companion animal healthcare and common diseases. Knowledge of companion animal breeds, colors and behaviors. Knowledge of common animal sheltering evaluation tools.

Skills: Proven solid computing skills (Microsoft Office environment; Publisher); Effective written and verbal communication skills; Skilled in public speaking; Strong organizational and record keeping skills. Proficient animal handling skills. Must become proficient in venipuncture, vaccination and euthanasia techniques. Project management and multi-tasking skills required.

Abilities: Ability to use independent and appropriate judgment; able to work with companion animals of all types including exotic species. Able to work independently and in a team setting; Able to remain calm and level-headed in stressful and emotional work environments; Able to work with a diverse group of people; Able to use sound judgment when dealing with confidential information. Able to multi-task and prioritize job duties in a busy and constantly changing work environment. Able to show empathy and compassion; Able to perform basic veterinary assistant tasks. Able to identify common companion animal illnesses. Able to work a flexible schedule including evenings and weekends as required. Able to demonstrate emotional intelligence. Able to drive long distances with overnight stays as needed.

Other: Must be at least 21 years of age (required for insurance purposes); Valid Colorado Driver's License and insurable driving record required. Must maintain personal vehicle insurance requirements.

Working Conditions:

Work Environment: Most work is performed in normal shelter setting and in the field at foster homes and placement partners. Potential for exposure to zoonotic diseases; Potential for exposure to dangerous and fractious animals; Exposure to high noise levels when in kennel area. Potential for animal bites and scratches while handling animals. Exposure to cleaning products. Exposure to various weather conditions when working outside. Work schedule is five days a week and includes one weekend day. Driving a transfer van long distances out of state with overnight stays as needed. Overtime and attendance at some events will be required as needed.

Physical Activities: Frequent lifting and carrying of up to 50 pounds unassisted and more with assistance. Potential for sitting, standing on feet or driving a vehicle for 8 hours or more a day. Kneeling, squatting, bending, cleaning cages (scrubbing/mopping), walking dogs on a leash, animal restraint and handling needles and syringes. Performing data entry and other computer work. Performing physical examinations on animals;

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Larimer Humane Society conducts criminal and DMV background checks and requires drug testing of all employment candidates.