



Safe Place FOR PETS

Job Description

Position Title: Foster Coordinator

Position Summary: The Foster Coordinator will coordinate volunteers to foster animals that cannot be housed at the facility, or need special attention requiring foster care. He/She will work with our foster families to maintain the health and wellness of pets while in the program. This volunteer abides by and actively supports the mission and values of Safe Place for Pets. The Foster Coordinator will be supervised by the Operations Coordinator.

Tasks include:

- 🐾 Work with the Canine/Feline Coordinators to organize foster families and get animals into a foster home when required.
- 🐾 Document and maintain the foster policies and procedures.
- 🐾 Maintain compliance with PACFA regulations to ensure good standing.
- 🐾 Maintain a current list of trained and informed foster families to contact for placement needs.
- 🐾 Inform the Volunteer Coordinator of new fosters and assist with interviewing and onboarding of new foster volunteers if needed.
- 🐾 Train new fosters and coach current fosters on Safe Place procedures.
- 🐾 Communicate with fosters on a regular basis and be available for foster related issues.
- 🐾 Communicate with the Operations Coordinator regularly and provide input for the Placement Report.
- 🐾 Communicate any foster supplies needed for the fosters to the Operations Coordinator utilizing the Purchase Request Form.
- 🐾 Build and maintain relationships with foster families and be available for foster related questions, concerns or issues should they arise.
- 🐾 Turn all hours worked into Volunteer Assistant and remind foster families to report their hours as well.

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____