



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. The Foster Coordinator will work with the 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. They will be supervised by the Placement Program Director (PPD)

Tasks include:

- Work with the PPD to organize fosters.
- Coordinate with the Feline and Canine Coordinators to get an animal into a foster home as appropriate.
- Document and maintain the foster policies and procedures.
- Monitor that all foster policies and procedures are followed.
- Complete the Fear Free Shelter program on line within 90 days.
- Maintain compliance with PACFA regulations to ensure Good Standing.
- Maintain a list of trained and informed foster families to contact.
- Inform the Volunteer Coordinator of new fosters.
- Train new fosters and coach current fosters on any procedures.
- Communicate with fosters on a regular basis and be available for foster related issues.
- Communicate with PPD regularly and provide input for the Placement Report
- Communicate any foster supplies needed for the fosters to the PPD.
- Turn all hours worked into Volunteer Coordinator, also report Hours on behalf of fosters.

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____