



## Foster Coordinator

Volunteer Title: Foster Coordinator

The Foster Coordinator plays an essential role within The Montrose Bully Breed Club (TMBBC), as volunteers and foster families represent the backbone of the organization.

This position is responsible for recruiting, coordinating, and retaining the foster family core and collaborating with colleagues to ensure each foster family experience within TMBBC is rewarding and they have the information and tools needed to perform the job they volunteered for.

This position is based in Montrose, Colorado.

**General Purpose:** The Foster Coordinator will work closely with all TMBBC staff, foster care providers, volunteers, and public on a regular basis. Under general supervision, this volunteer position is responsible for developing and administering the foster program for the Bully's in our care.

**Location:**The Montrose Bully Breed Club, Montrose Colorado

**Job Classification:** Part Time Reports to: TMBBC Board

**To Apply:** Please email resume and cover letter to [tmbbc2017@gmail.com](mailto:tmbbc2017@gmail.com)

**Job Description: JOB DUTIES & RESPONSIBILITIES ·**

Recruits, and motivates foster care providers · Recruits and assists in the foster process - Coordinates movement of TMBBC animals into and out of foster care; orders/provides supplies as needed · Assists with planning and conducting onsite and offsite adoption events · Coordinates and assists with veterinary care for animals in the foster program · Maintains regular contact with foster care providers; provides support for behavior and medical issues · Maintains records of animal care, status and location · Provides regular reports to shelter management regarding program status, successes · and challenges · Develop, update, enhance and edit foster care training and program materials as needed. · Schedule and host regular foster volunteer training sessions and accommodate special individual training as needed. **COMMUNICATION & FOSTER FAMILY**

**RETENTION:** · Represent TMBBC to foster/adoptive families, ensuring they are appreciated on a regular basis, provided friendly and respectful guidance, feedback, and opportunities to contribute,

and interact with them regularly. · Promote a strong commitment to teamwork, customer service, consistent standards, and continuing development with the Foster Program. · Ensure foster families receive the timely support, information, and tools they need to succeed. · Provide support to foster families when difficult situations arise. · Keep foster families updated on program enhancements, challenges, policies, and protocols. · Performs home visits and monitors the health and behavior of animals in foster care, reporting findings to appropriate staff.

PROGRAM ADMINISTRATION: · Collaborate with the Director to plan, develop, implement, and oversee all activities related to the foster care program. · Manage or maintain foster family contact information, training records, schedules, and participation. · Produce timely foster program reports and data · Assure animals in foster placement receive the proper veterinary care needed. · Maintain inventory of foster supplies and materials. · Other duties as assigned.

ADDITIONAL RESPONSIBILITIES · Demonstrate knowledge of and adherence to TMBBC policies and procedures · Ensure a safe work environment, follow safety guidelines, and model safe work practices · Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, shelter animal or the organization at risk · Practice and encourage the humane treatment of animals

DESIRED QUALIFICATIONS · General knowledge of animal behavior and care · College degree, qualifying work experience may be considered as an alternative · Minimum one year supervisory or program development experience · Ability and skill to successfully work with various types of animals in a safe, responsible manner · Commitment to positive reinforcement handling and training methods · Ability to at least give 2-5 hours per week - Ability to set priorities, develop routines and manage workloads · Readiness to assume multiple duties and tasks · Ability to work independently as well as with others in a wide variety of circumstances and with a diverse group of individuals · Ability to maintain calm and composed in stressful, sensitive, or emergency situations · Excellent customer service, listening, and decision-making skills · Strong communications skills and an ability to communicate in a polite and professional manner · Availability to coordinate based on YOUR available hours during the week and weekends, Family comes first! Schedule visits around your schedule as well. · Ability to learn to use and enter information into the shelter computer database once running · Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing, and giving medications. Experience as a veterinary assistant or technician desirable. · Six months of experience working or volunteering with an animal care, rescue, or shelter organization · Valid Driver's License · Strong computer skills, including Microsoft Office and database systems · Ability to recognize symptoms of common animal diseases; ability to lift dogs (including large breeds).

Personal Characteristics · Commitment to the mission and vision of The Montrose Bully Breed Club Energetic, hard-working, and a team player · Ability to work in a fast paced, ever evolving atmosphere · Discretion with confidential and sensitive information Travel Requirements · May require travel to visit foster families in home and occasional travel to outside events.

Typical Physical & Mental Demands · Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to · injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal

restraint and deal with distressed animals and could be subject to bites and scratches. May be required to lift heavy items (upwards of 50 lbs) or animals and be physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions. Must be comfortable around dogs.

Working Conditions · Primary work location in a community foster environment · Exposure to loud noises in the kennel areas · Potential for exposure to animal feces, blood, and zoonotic diseases · Potential for exposure to animal bites and scratches · Must be able to work a flexible schedule which may include evenings and weekends · Must be able to tolerate the emotional aspect of work in an animal environment. · Works with volunteer coordinator to share office Compensation \$17.00 per hour to start

This is a VOLUNTEER position until larger grants come in to be able to pay compensation. We are learning and growing and would like to have a solid team in place. Willing to work with you as we grow in all your and our needs.

For questions and concerns please email

[tmbbc2017@gmail.com](mailto:tmbbc2017@gmail.com)

[tmbbc.org](http://tmbbc.org)