



### **Part-time Animal Care Foster Coordinator (Stratford)**

Under the direction of the Animal Care Manager of the Humane Society of Kitchener Waterloo & Stratford Perth, the purpose of the Animal Care Foster Coordinator position is responsible for overall oversight and management of the Foster Care Program and associated animals. The Animal Care Foster Coordinator will work directly with the Animal Care Manager to identify animals qualifying for the program and placement of those animals.

The Humane Society of Kitchener Waterloo & Stratford Perth is a recognized Canadian leader in Animal Welfare. Our vision is to be a proactive leader in providing humane care through *education, advocacy* and *enforcement* to promote the well-being and appreciation of all animals.

It is our goal to develop an enhanced Foster Care Program to increase the number of lives we can save. It is important to this project that accurate statistics are compiled, and a close relationship with the foster care providers is created.

The values that are the basis of this organization are that all animals deserve to be treated with respect, dignity, empathy and compassion. All animals have an intrinsic value in improving the quality of life of an individual, family and community. And, public education on the humane treatment of animals leads to a more civil society and a better world.

As a forward-thinking team player who is comfortable with a fast-paced, ever-changing but often stressful environment, the Animal Care Foster Coordinator will openly take on the challenge of juggling multiple demands and will work collaboratively with others.

Responsibilities include best efforts to ensure the health, wellness and welfare of all animals in our care at all times, following strict cleaning and disinfection protocols, assisting other Animal Care staff, the Hospital staff, Animal Protection staff and volunteers as needed, offering exceptional customer service, and other assignments as required.

A general understanding of animal protection laws and animal welfare issues is important. The position requires a willingness to work a variety of shifts, including some evenings, weekends and statutory holidays.

This is a part-time (approximately 24 hours per week) contract position for approximately one year and is based at our 125 Griffith Road, Stratford location.

## PRINCIPLE ACCOUNTABILITIES:

- Promote positive morale, creativity and teamwork amongst Staff and volunteers
- Provide training, orientation and testing for Staff, Co-op Students, and Volunteers
- Track and match lost pets with their owners
- Work closely and correspond regularly with the Animal Care Manager, and fellow team members regarding departmental needs and activity, providing relevant updates on a regular basis to the Animal Care Manager, or designate.
- Develop professional contacts and education resources to remain current with best practices, innovation and changes occurring within the Animal Welfare sector
- Answer adoption inquiries concerning pet adoption procedures, pets available etc.
- Provide animals with appropriate food and clean water on an as needed basis.
- Assist in Animal Care and handling of a variety of animals
- Check stray animals for identification, including scanning for microchips, and recording any and all identifying factors including an estimate of animal breed and age as needed
- Assist in changing the status of animals to available and ensure proper paperwork is included
- Regular and on-going cleaning and disinfecting of the facility including the atrium, other common areas, kennels, cages, food dishes etc.
- Attend Humane Society events, as well as third party events, to promote awareness of the Foster Program, including developing display materials, and set up and take down of displays.
- Oversee, manage and develop all aspects of the Foster Care Program
- Match foster families with appropriate foster animals based on their skills and situation
- Provide ongoing assistance, coaching and moral support to foster families
- Coordinate with foster families to have foster animals attend adoption events when appropriate
- Conduct regular call backs to foster providers to ascertain pet's health and behaviour
- Respond to emails and phone calls from foster parents within 24 hours on work days
- Assist the Volunteer Coordinator with recruiting new foster families
- Assist the Volunteer Coordinator in approving or denying foster applications and communicate with potential foster families regarding their status
- Perform home visits as necessary
- Update and develop all foster program materials
- Maintain an organized, accessible list of foster family requirements and availability
- Maintain an organized list of current foster contact information for the staff
- Evaluate and identify animals that are candidates for the foster program
- Report any medical concerns foster families have to the RVT on duty
- Conduct pick up and return of foster animals; assuring foster families have all the necessary supplies, paperwork and information regarding the foster animal
- Develop hands-on training and orientation for foster care providers, and create related printed material, or visual aids
- Attend Volunteer orientations to promote the Foster Care Program, and provide information to new volunteers
- Provide orientation, training and support for Foster Care Volunteers
- Maintain accurate health records
- Coordinate vaccine and spay/neuter schedule with Clinic Coordinator

- Maintain and track supplies for Foster Program ensuring proper supplies are available for our use, and the use of volunteers (i.e. KMR, nursing bottles, kitten food)
- Create supply kits for volunteers (food, litter, towels, dishes, etc.)
- Perform other duties as required to ensure a positive public image and to improve the function of this organization

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position. The Animal Care Foster Coordinator must have the following skills, among others:

- Ability to build and foster effective relationships with staff, volunteers, customers, partners, sponsors, community groups etc.
- Strong sense of teamwork and collaboration, with the ability to foster the same amongst others.
- Knowledgeable in Vaccine storage and administration.
- Interpersonal skills to deal with multiple and differing behaviours of fellow staff, volunteers, customers and other organizational contacts.
- Must treat animals humanely, with compassion and concern both on and off the job.
- Preferred knowledge in Animal Welfare practices relating to animal sheltering, adoptions and euthanasia.
- Preferred experience with the handling of a wide variety of animals.
- Preferred knowledge in Vaccine storage and administration.
- Experience and knowledge in caring for various types of domestic animals, including but not limited to, housing, diet, common behaviours, common illnesses, etc.
- Preferred knowledge in Animal Welfare practices relating to Foster Care.
- Ability to plan and implement programs.
- Ability to manage physical requirements of the position for extended periods of time (40% of workload) including: lifting and restraining of large animals, lifting of large bags of pet food and buckets etc. as well as scrubbing floors, cages, windows etc.
- Ability to function effectively under stressful and ambiguous circumstances and accept direction.
- Organizational skills in order to meet time demands and multiple duties.
- Ability to manage multiple and sometimes conflicting priorities and deliver timely results.
- Expected to work some evenings, weekends and statutory holidays to meet Centre requirements.
- Computer literacy – Microsoft Windows and Word, customized Humane Society programs and basic knowledge of typical office equipment.
- Hold valid Class “G” Ontario driver’s license.

**How to Apply:**

Please submit your **resume and cover letter** to the attention of **Amber Gaynor, Manager of Animal Care** [amber.gaynor@kwsphumane.ca](mailto:amber.gaynor@kwsphumane.ca) no later than 12:00 pm on **January 14, 2021**.

We thank all candidates for their applications; however only those selected for an interview will be contacted.

The Humane Society of Kitchener Waterloo and Stratford Perth welcomes and encourages applications from individuals with disabilities. Should you require accommodation during the recruitment process, please contact Human Resources.