



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: Foster Program Coordinator

Reports to: Intake and Foster Manager

Hours: Full time, 40 hours per week

Starting Pay: \$17/hour

Scope of Position: The Foster Program Coordinator is responsible for oversight and coordination of the DCHS Foster Program and for assisting the Foster & SAAV Programs Coordinator with the execution of the SAAV Program. This individual is responsible for onboarding, training and support of volunteers to support the programs. Additional duties include coordination of support resources for the offsite care of foster animals, communications with multiple departments regarding animals in need of foster care and the scheduling of foster animal medical appointments and return to shelter.

Duties and Responsibilities:

Foster Program Coordination

60%

- Work as a team both within AMS and admitting, and within the shelter as a whole.
- Communicate with appropriate staff regarding animals in need of foster placement.
- Coordinate foster animal placement, pick-up, returns, AMS appointments, and surgeries for foster animals.
- Coordinate with fosters to get updated photos, videos, and personality information. Share updated information with necessary departments.
- Respond promptly to inquiries and concerns from foster volunteers.
- Provide support and direction in the care of foster animals, including connecting them with veterinary and/or behavior resources as needed.
- Administer vaccines, preventatives and perform limited exams for foster animals.
- Assist with the facilitation of the SAAV program for animals of domestic abuse victims at DCHS.
- Provide updates to SAAV & DAIS as requested.
- Attend regular program meetings with SAAV & DAIS contacts.

Volunteer Coordination

30%

- Onboard new foster volunteers which includes procedures to orient volunteers to the foster program, train in the care and handling of foster candidates, and match volunteers with foster candidates.
- Process applications and maintain foster volunteer records and database; hours, and other necessary information.
- Guide potential program participants through the orientation process in a prompt, polite and professional manner.
- Develop and keep current descriptions for volunteer opportunities within the programs.
- Whenever possible, utilize volunteers to minimize costs and maximize program utility.

Administrative

10%

- Maintain accurate records.
- Provide monthly data reports and statistics of Foster and SAAV Programs.
- Prepare and maintain other appropriate program and project records.
- Field general inquiries about the programs and serve as an education resource for staff, volunteers, and public

Assume additional responsibilities as assigned

Qualifications/Requirements:

- Bachelor's Degree preferred with 1 year minimum administrative/coordinator experience.
- Must have well-developed written and verbal communication skills.
- Advanced animal care knowledge and experience handling animals in a safe, effective, and humane manner.
- Acquire and possess a thorough understanding and dedication to the philosophies of animal welfare and Dane County Humane Society.
- Ability to think critically and strategically to carry out mission, goals, and objectives of the programs.
- Ability to be self-directed and creative.
- Ability to communicate effectively with a diverse population of staff, volunteers, and public.
- Experience and proven ability to cultivate relationships and work effectively as part of a team.
- Ability to accommodate various work assignments and schedules to meet shelter needs.

At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.