



**Job Title:** Assistant Foster Coordinator (DOGS)

<b>Position Type:</b>	<b>Compensation:</b>	<b>No. of Positions:</b>	<b>Commitment:</b>	<b>Location:</b>
Volunteer	Unpaid Position	1	Minimum 1 year	Durham Region

The Animal Guardian Society volunteers are the most valued assets of our charity. They are essential participants with a shared responsibility in fulfilling our mission. Every volunteer is responsible for adhering to practices that are in accordance with applicable laws and to a code of ethics that reflect the highest standards of individual behaviour. Our organizational structure encourages volunteer involvement, open communication, teamwork and cooperation.

**Our Mission:** *It is our mission to provide rehoming and medical care to displaced companion animals and to support the community in the areas of humane education, behaviour counselling, the promotion of responsible pet ownership and meeting the needs of animals.*

**Job Description:**

This role is responsible for providing support in facilitating the foster homes recruit process for dogs. This role works closely with the Foster Coordinator and Intake Coordinator to appropriately fill and evaluate potential foster homes. This position also plays a critical role in creating and maintaining relationships with all current foster homes. Access to a vehicle and ability to travel within Durham Region is required. The time commitment for this position is approximately 1 hour per day but can vary week by week. Flexibility and time management skills are crucial.

**Responsibilities:**

- Responsible for assisting with recruiting, interviewing, training and mentoring a team of foster homes
- Communicating effectively with foster homes on a regular basis to proactively ensure they have the tools and support required to do their job
- Assessing and offering assistance for dog behaviour issues in Foster Coordinator's absence
- Access to email throughout the day
- Able to write dog bios for social media and website
- Updating google docs on a regular basis
- Provide Volunteer Coordinator with regular volunteer status updates should a volunteer under your functional area resign.

**Qualifications:**

- Act in a professional, courteous and cooperative manner with other volunteers and members of the public
- Ability to prioritize and resolve issues in a timely and sometimes urgent manner
- Leadership and effective team management skills is a must
- Ability to take initiative and work with minimal supervision
- Supports the overall goals of the organization
- Experience and familiarity in understanding dog behaviour is an asset
- Ability to handle stressful or awkward situations
- Proficient in Microsoft Word, Excel, and email is mandatory
- Experience working with Google docs would be an asset

**The Animal  
Guardian Society  
(TAGS)**



1970 Concession Rd 9  
Blackstock, ON L0B 1B0  
[tagsinfo@animalguardian.org](mailto:tagsinfo@animalguardian.org)  
905-263-8247 (905-263-TAGS)

- Available daily, year-round

If this position interests you, please complete a [volunteer application form](#) and forward your resume to [tagsexecutive@yahoo.ca](mailto:tagsexecutive@yahoo.ca). We appreciate your interest in volunteering with us, however, only those applicants selected for interviews will be contacted.