



Job Title: Foster Coordinator (CATS)

Position Type:

Volunteer

Compensation:

Unpaid Position

No. of Positions:

1

Commitment:

Minimum 1 year

Location:

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 accountable to lead and facilitate the foster homes recruit process for cats. This role works closely with the Intake Coordinator and the Assistant Foster 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:

- Accountable for 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
- Liaise with Adoption Coordinator for assessing and offering assistance for behaviour issues
- Access to email throughout the day
- Able to write cat 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.
- Attend quarterly meetings with the Board and Coordinators

Qualifications:

- Act in a professional, courteous and cooperative manner with other volunteers and members of the public
- Build and maintain relationships with foster parents is a must in order to right home with the right cat
- 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 think ahead and be proactive



- Ability to handle stressful or awkward situations
- Excelled organizational and follow-up skills
- Proficient in Microsoft Word, Excel, and email is mandatory
- Experience working with Google docs would be an asset
- Available daily, year-round

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