



## Volunteer Job Description

**Position Title:** Dog Foster Coordinator

**Reports to:** Operations Coordinator

*This is an unpaid, volunteer position.*

**Position Summary:**

The Dog Foster Coordinator is responsible for the match-making, training, mentoring and retention of adult dog foster volunteers. The Dog Foster Coordinator will work collaboratively with the kennel attendants, office managers and operations coordinator to support the successful transition of dogs from a kennel to a home environment and ultimately place these animals into permanent, adoptive homes.

**Time Commitment:**

- Must be able to commit to the hours needed to complete the job function
- A minimum 6-month volunteer commitment is required, once accepted

**Core responsibilities:**

- Work with staff to identify dogs eligible for foster care based on length of stay, medical and behavioral needs
- Respond to inquiries from foster volunteers regarding dog fostering opportunities and assist in marketing program to volunteers and the public as needed
- Communicate dogs' needs, including behavior and medical history, clearly to foster volunteers and set clear expectations for program participation
- Host foster pick-ups and use good judgement in matching dogs with the abilities of foster volunteers
- Provide ongoing support to active foster volunteers by phone, email and in person
- Assist with adoption promotion and inquiries for dogs currently in foster care
- Communicate program needs, challenges and successes to appropriate staff contacts

**Qualifications/Requirements:**

- Must be 18 years or older
- Have strong dog handling skills, especially large breed dogs with known medical or behavioral challenges
- Understand and adhere to positive-reinforcement dog training methods while advising foster volunteers
- Able to follow instructions as provided by applicable staff, and follow all program protocols as trained
- Able to work both independently and as part of a team
- Must adhere to all safety and sanitation protocols
- Be able to work collaboratively and communicate clearly across departments, if required, sit for extended periods of time, including work at a computer
- If required, must be physically able to perform basic labor, including lifting, squatting,



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bending, reaching, kneeling, and cleaning

- Must demonstrate excellent organizational and time management skills, as well as attention to detail
- Be reliable and able to commit to assigned schedule, including giving advance notice of planned absences
- Provide excellent client service to volunteers, staff and the public, and treat everyone with kindness and respect
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands
- Preference will be given to applicants with a history of working with large breed dogs in a shelter environment and/or fostering large breed dogs

Interested in becoming a Dog Foster Coordinator at Jeffersonville Animal Shelter?  
Email [kashcraft@cityofjeff.net](mailto:kashcraft@cityofjeff.net) for more information.