



Humane Society of Weld County Job Description

Job Title: Foster & Volunteer Coordinator
Reports To: Director of Operations
FLSA Status: Full-time (Hourly, Non-exempt)
Effective Date: February 2023
Starting Pay Range: \$17.00 - \$18.00/hour

POSITION SUMMARY:

The Foster & Volunteer Coordinator is responsible for the administration and support of the foster and volunteer programs and the overall recruitment and training of volunteers serving the Humane Society of Weld County (HSWC). This role is crucial in supporting the expansion of the HSWC's capacity through volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit and manage foster volunteers to ensure there are sufficient placement options for neonate, medical and behavior animals in need of foster homes; recruit and manage non-foster volunteers to ensure there is a sufficient volunteer base to support shelter operations, fundraising and community engagement events.
- Onboard and orient fosters and volunteers and ensure they are appropriately matched and trained for volunteer positions; provide ongoing training for fosters and volunteers as needed.
- Maintain consistent communication and engagement with volunteers and fosters; create and maintain volunteer and foster orientations and training materials, informational handouts, guidelines, etc.
- Actively track all animals in foster care to ensure animals are staged appropriately, scheduled for required medical appointments and/or behavioral follow ups and any other appointments/follow ups.
- Maintain all animal information in shelter software and other required paperwork in a way that ensures all information is communicated appropriately.
- Safely and humanely handle and/or restrain animals, including those of unknown health and temperament; administer vaccines, screen foster animals for illness/medical concerns.
- In conjunction with the shelter management, healthcare and behavior teams, identify animals as foster candidates.
- Onboard new volunteers, including managing volunteer orientations; work with shelter management and staff to ensure areas of need have regular volunteer coverage.
- Maintain consistent communication and engagement with volunteers; create and maintain volunteer training materials, informational handouts, guidelines, etc.
- Manage and maintain volunteer files in volunteer database, including tracking volunteer hours, attendance, and assignment participation.
- In conjunction with the shelter leadership team, identify and develop volunteer positions.
- Actively enforce all foster and volunteer program rules, policies, and protocols and address any violations.
- Act as a resource for fosters and volunteers and provide additional information, guidance, and assistance as needed.
- Maintain positive communication with HSWC patrons, volunteers, local organizations, and the general public to promote HSWC mission, goals, and programs.



- Share in management of on-call foster care emergency after-hours calls.
- Assist shelter management team as needed; all other duties as assigned.
- Regular and predictable attendance is required.

QUALIFICATIONS:

- Two years of experience working with an animal care, rescue or shelter organization is preferred.
- One year of experience working with volunteers in a non-profit setting is preferred.
- Ability to work flexible hours, which will include evenings, weekends, and holidays is required.
- Previous animal handling skills preferred.
- Valid Driver's License and ability to gain coverage through HSWC motor vehicle insurance is required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Genuine passion for and commitment to animal welfare is required.
- Proficiency in Microsoft Office suite is required; experience with social media platforms/marketing is preferred.
- Excellent oral, written, and organizational skills with a high level of attention to detail is required.
- Ability to maintain professional rapport with HSWC staff, the public and volunteers and foster parents is required.

MENTAL/PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. An employee must frequently lift and/or move up to 50 pounds without assistance. An employee must handle dogs, cats, small mammals and birds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus while performing the duties of this job. The employee is regularly required to stand; walk; use hands to finger; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.