



## Friends of Oakland Animal Services

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| <b>Job Title:</b>  | Foster Program Coordinator   |
| <b>General Purpose:</b>  | Under general supervision, is responsible for developing and administering the foster program for shelter animals  |
| <b>Location:</b>   | Oakland Animal Services<br>1101 29 <sup>th</sup> Ave<br>Oakland, CA 94601  |
| <b>Job Classification:</b>   | Part time, hourly position   |
| <b>Reports to:</b>   | FOAS Board of Directors for employment matters<br>OAS Director or his/her designee for daily job operational needs |
| <b>To Apply:</b>   | Please email resume and cover letter to <a href="mailto:info@oaklandsanimals.org">info@oaklandsanimals.org</a>     |
| <b>Job Description</b>   |  |
| <p><b>Job Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Recruits and trains foster care providers</li> <li>• Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed</li> <li>• Assists with planning and conducting onsite and offsite adoption events</li> <li>• Coordinates and assists with veterinary care for animals in the foster program</li> <li>• Maintains regular contact with foster care providers; provides support for behavior and medical issues</li> <li>• Maintains meticulous records of animal care, status and location using the shelter database software</li> <li>• Provides regular reports to shelter management and the FOAS board regarding program status, successes and challenges</li> <li>• Other duties as assigned</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Associates degree or equivalent from an accredited college or technical school</li> <li>• Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications. Experience as a veterinary assistant or technician desirable.</li> <li>• Six months of experience working or volunteering with an animal care, rescue, or shelter organization</li> <li>• Valid Driver's License</li> </ul> <p><b>Required Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Commitment to the mission, goals and success of Oakland Animal Services</li> <li>• Knowledge of basic animal health care and safe animal handling practices</li> <li>• Strong computer skills, including Microsoft Office and database systems</li> <li>• Ability to establish and maintain effective and cooperative working relations with the public and other employees.</li> <li>• Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic</li> <li>• Ability to recognize symptoms of common animal diseases; ability to lift and handle cats and dogs (including large breeds).</li> </ul> |  |



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### **Working Conditions**

- Primary work location in an animal shelter environment
- Exposure to loud noises in the kennel areas
- Potential for exposure to animal feces, blood, and zoonotic diseases
- Potential for exposure to animal bites and scratches
- Must be able to work a flexible schedule which may include evenings and weekends
- Must be able to tolerate the emotional aspect of work in an animal shelter environment, including the use of euthanasia

### **Compensation**

- \$18 - \$22 / hour DOE