



Friends of Oakland Animal Services

Job Title:	Dog Foster Program Coordinator
General Purpose:	<p>Under general supervision, the Foster Coordinator is responsible, as part of the foster team, for developing and administering the foster program primarily for large dogs from Oakland Animal Services (OAS). With approximately 40% of OAS dogs in foster care, the Foster Coordinator will also be tasked with improving the adoption program for foster dogs to better engage foster volunteers in the marketing and adoption process. Since OAS launched the foster program in 2020, it has helped OAS increase the live release rate for dogs from 84% in 2020 to over 90% today.</p> <p>Through support from Friends of Oakland Animal Services (FOAS), OAS has created an Outcome Team, made up of the Foster, Adoption, Transfer and Behavior Coordinators, to focus on placing animals and reducing length of stay. The Dog Foster Coordinator will work in close collaboration with the Outcome Team, OAS leadership and it's veterinary team.</p> <p>The ideal candidate will be highly organized, flexible and able to work effectively in a fast-paced team environment.</p> <p>As a pilot shelter in the Human Animal Social Services (HASS) program, OAS has introduced equity focused shelter-intake and community-serving programs, such as providing access to veterinary care, to help keep animals with their families.</p>
Location:	<p>Oakland Animal Services 1101 29th Ave Oakland, CA 94601</p>
Job Classification:	Full-time, hourly, non-exempt position
Reports to:	<p>FOAS Board of Directors for employment matters OAS Director or his/her designee for daily job operational needs</p>
To Apply:	Please email resume and cover letter to info@oaklandsanimals.org
Job Description	
<p>Job Duties and Responsibilities</p> <ul style="list-style-type: none"> • Recruit and trains foster care providers • Match dogs needing foster with appropriate foster homes – understanding requirements for the dogs (behavior/medical) and capabilities of foster homes • Coordinate movement of shelter animals into and out of foster care; orders/provides supplies as needed • Coordinate and assist with veterinary care for animals in the foster program • Maintain regular contact with foster care providers; provides support for behavior and medical issues • Support dog foster enrichment and training programs • Help build community and engagement with foster volunteers including creating opportunities for volunteers to interact with other fosters • Build capacity of fosters to assist with marketing and promotion of available foster animals • Help grow capacity of the foster program to scale to meet the needs of OAS • Assess status of foster program to ensure it is operating within capacity 	

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- Create and update program resources such as procedures and volunteer handbooks
- Collaborate with the Volunteer Coordinator to build capacity of the foster program by creating and recruiting for meaningful support roles for volunteers
- Support external communication by sharing images, video and stories highlighting foster program successes
- Maintain meticulous records of animal care, status and location using the shelter database software
- Provide regular reports to shelter management and the FOAS board regarding program status, successes and challenges
- Other duties as assigned

Qualifications and Education Requirements

- Associates degree or equivalent from an accredited college or technical school
- Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications.
- One year of experience working or volunteering with an animal care, rescue, or shelter organization
- Experience working with large dogs (handling, basic training, understanding/identifying behavior issues)
- Valid Driver's License preferred

Required Knowledge, Skills and Abilities

- Commitment to the mission, goals and success of Oakland Animal Services
- Knowledge of basic animal health care, safe animal handling practices, and defensive handling practices for dogs
- Ability to establish and maintain effective and cooperative working relations with the public and other employees.
- Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic
- Ability to recognize symptoms of common animal diseases
- Ability to lift and handle dogs (including large breeds), lift and move supplies such as large dog crates, 50lb dog food bags

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

- Starts at \$25/hour; Nine select paid holidays, plus accrued vacation and sick time based on hours worked. Partial health benefits and 401k retirement plan also offered.