



Friends of Oakland Animal Services

Job Title:	Small Animal Program Coordinator
General Purpose:	<p>Under general supervision, this position is responsible for coordinating adoption, foster and transfer of rabbits, as well as adoption or transfer of guinea pigs, hamsters, pigeons and other small animals from Oakland Animal Services.</p> <p>Consistent with regional trends, OAS has seen an increase in rabbit and other small animal intake in the last year. With the vulnerability of rabbits to Rabbit Hemorrhagic Disease, it the goal of OAS to minimize the number of rabbits housed in the shelter, with a focus on transfer to rescue partners. Through the creation of this new role, OAS is seeking creative strategies for finding positive outcomes for rabbits and other small animals as quickly as possible.</p> <p>The ideal candidate for this position will be highly organized, flexible and able to work well 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. Through support from Friends of Oakland Animal Services (FOAS), OAS has created an Outcome Team, made up of the Foster, Adoption, Transfer and Behavior programs, to focus on placing animals and reducing length of stay.</p>
Location:	<p>Oakland Animal Services 1101 29th Ave Oakland, CA 94601</p>
Job Classification:	Part-time, hourly, non-exempt position
Reports to:	<p>FOAS Board of Directors for employment matters OAS Director or their 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"> • Recruits, screens and trains rabbit foster care providers. Sets expectations for foster care. Screening for foster care providers should ensure minimum conditions for care are met, including housing, food, and hygiene (including safety considerations for Rabbit Hemorrhagic Disease/ RDHV2) • Coordinates movement of shelter rabbits into and out of foster care; orders/provides supplies as needed • Under supervision of the shelter veterinarian, coordinates veterinary care for rabbits in the foster program • Maintains regular contact with foster care providers, including collecting feedback and photos to support adoptions; collects information on behavior and medical issues and coordinates with shelter staff, and rabbit volunteers as needed to address • Facilitates support to foster care providers (which may be provided by volunteers), to assist with care questions, and behavior issues 	

- Collaborates with the Adoption Coordinator and Adoption Program Assistant to facilitate adoptions of rabbits and other small animals.
- Assists with planning and conducting onsite and offsite adoption events. Coordinates with transfer partners in their offsite adoption events
- Maintains meticulous records of animal care, status and location using the shelter database software
- In coordination with the OAS Transfer Coordinator, maintains and cultivates relationships with partner shelters and transfer partners both in and outside of the Bay Area.
- Build new shelter and transfer partnerships through outreach and networking.
- Coordinate all transfer/transport details, including any veterinary scheduling, recruiting the help of staff and/or volunteers as needed.
- Assist shelter staff with population assessment to ensure timely process for transfers.
- Provide regular outreach via e-mail and phone with transfer partners and partner shelters.
- Maintain sharable database with photos, videos, and descriptions for small animals needing transfer.
- Coordinate with receiving partners on individual animals eligible for transfer by reviewing medical and behavior records, provide further dialogue as needed. Reach out to partners regarding small animals in need of special assistance.
- Perform data entry to maintain appropriate recordkeeping. This will include animal transfer statuses and partner interest.
- Maintain transfer program statistics and reports.

Qualifications and Education Requirements

- Associates degree or equivalent from an accredited college or technical school preferred
- Experience with coordinating teams of either staff or volunteers preferred
- Experience as an adoption counselor and with providing post adoption support preferred
- Familiarity with medical and behavioral needs of rabbits and other small animals preferred
- 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
- 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 and safe animal handling practices
- Strong computer skills, including Microsoft Office and database systems
- 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 rabbit diseases; ability to lift and handle rabbits

Working Conditions

- Primary work location in an animal shelter environment
- Exposure to loud noises in the kennel areas



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- 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.