



Friends of Oakland Animal Services

Job Title:	Cat Foster 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 kittens, with some adult cats, from Oakland Animal Services (OAS).</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 Cat Foster Coordinator will work in close collaboration with the Outcome Team, OAS leadership and the OAS 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 Executive Director for employment matters OAS Director or his/her designee for daily job operational needs</p>
To Apply:	Please email resume and cover letter to Tony@oaklandsanimals.org
Job Description	
<p>Job Duties and Responsibilities</p> <p>Kitten/Cat Foster Program</p> <ul style="list-style-type: none"> • Recruits and trains foster care providers • Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed • Coordinates and assists with veterinary care for animals in the foster program • Maintains regular contact with foster care providers; provides support for behavior and medical issues • Maintains meticulous records of animal care, status and location using the shelter database software • Provides regular reports to shelter management and the FOAS board regarding program status, successes and challenges • Other duties as assigned <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Experience with bottle feeding and working with neonate kittens preferred • Familiarity with the local community of organizations working with cats preferred 	



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- 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 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 animal diseases; ability to lift and handle cats.

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 \$26/hour DOE; Nine select paid holidays, plus accrued vacation and sick time based on hours worked. Partial health benefits and 401k retirement plan also offered.