

Cat Foster Coordinator

Working as part of a team and reporting to the Cat Foster Manager, the primary responsibility of the Foster Coordinator is to provide oversight of cat(s) in our care, acting as an open channel of communication with their foster families; assuring that established guidelines such as feeding only shelter-provided food (some cats require special dietary formula) are followed, identifying and following up on medical requirements, providing weekly updates, ensuring assigned foster(s) complete mandatory training; and that EHS Foster Policies and Procedures are adhered to.

Responsibilities include:

- Setting up entry of assigned foster cat(s) and maintaining Current Foster Cat spreadsheet
- Arrange for food and supply pickup during foster care stay as required
- Schedule follow-up veterinary appointments and follow-up on vet visit results and communicate with Manager and CCG group
- Engage the foster parent at least once weekly (and more often informally if cat/kitten is unwell) to request updates on cat/kitten's personality, status of any ongoing medical issues and any photos or videos
- Working with the Foster Manager to schedule emergency veterinary appointments
- Ensuring that assigned fosters adhere to established policies and procedures
- Ensuring that assigned fosters complete training where applicable
- Support the adoption coordinator in setting up adoption visits with foster parents as required.
- Collaborate with fosters to update cat(s) bio and photos on a monthly basis
- Promoting a humane and caring attitude toward all animals and treating all animals with respect and compassion at all times.
- Working courteously and cooperatively with the foster team as well as all volunteers. Treating people with respect, contributing to effective teamwork; fostering good public relations beneficial to the shelter and its programs.
- Performing other duties as assigned.

Related competencies:

- Ability to respond to emails and texts in a responsive manner
- Strong written and verbal communication skills
- Proficient in Google documents and sheets and forms
- Ability to work independently.
- Affection for animals, concern for their welfare.
- Familiarity with animals, knowledge of animal care and behaviour.
- Must be at least 18 years of age.
 - We ask for a minimum six-month commitment for all volunteers
 - Must be available for an interview