



## POPE MEMORIAL HUMANE SOCIETY

**TITLE:** Foster Care Coordinator

**REPORTS TO:** Executive Director

**STATUS:** 32 hours/week; includes Saturday

### **Summary**

The Foster Care Coordinator is responsible for the development, oversight, and daily operations of the Foster Care and Mom's & Tom's Last Litter programs at Pope Memorial Humane Society. This role ensures the successful placement and care of animals in foster homes while supporting and retaining foster volunteers through clear communication, training, and ongoing guidance. The Coordinator works collaboratively with staff to promote positive outcomes through foster placement, medical and behavioral monitoring, and timely movement through the shelter system.

### **Duties and Responsibilities**

#### **Program Management & Coordination**

- Oversee all aspects of the PMHS Foster Care Program and serve as the primary point of contact for foster families.
- Coordinate movement of animals into and out of foster care.
- Maintain accurate, up-to-date records of foster animals, placements, and outcomes using the shelter database.
- Coordinate and manage the Mom's & Tom's Last Litter Program, including identifying eligible animals, managing placements, monitoring progress, and ensuring timely spay/neuter outcomes in collaboration with medical staff.
- Track and evaluate program metrics (e.g., length of stay, outcomes, capacity) and prepare bi-monthly reports for leadership and the Board of Directors.
- Assist in developing and managing the foster program budget in collaboration with the Executive Director.

#### **Foster Volunteer Recruitment & Support**

- Recruit, train, mentor, and motivate foster families in collaboration with the Volunteer Coordinator.
- Maintain and update foster training materials, handbooks, and resources.
- Ensure foster families receive timely communication, supplies, and ongoing support, including coaching and troubleshooting as needed.
- Support foster retention through recognition and engagement efforts.

#### **Animal Care Coordination**

- Monitor the health and behavior of animals in foster care, including those in the Mom's & Tom's Last Litter Program, in collaboration with the Shelter Manager and medical staff; communicate promptly regarding concerns and assist in determining next steps.
- Coordinate vaccinations, rechecks, medication administration, spay/neuter surgeries, and follow-up appointments with medical staff.
- Guide foster families on basic animal care, including administering medications and recognizing health concerns (training provided).

- Assist with medical handling as needed, including administering medications or vaccinations and supporting basic procedures, depending on experience.

### **Operations & Collaboration**

- Maintain and update Foster Program SOPs in collaboration with leadership; ensure compliance among staff and volunteers.
- Coordinate foster supplies and kits to ensure foster homes are properly equipped.
- Work closely with Intake and Adoption teams to support timely and appropriate placement decisions and positive outcomes.
- Assist in planning for after-hours foster emergencies and provide support as needed.

### **Communication & Culture**

- Communicate professionally and effectively with staff, volunteers, and the public.
- Promote a positive, team-oriented environment and provide excellent customer service.
- Perform other duties as assigned.

### **Qualifications & Skills**

- College degree or equivalent work experience preferred.
- Minimum one year of experience in animal care, handling, or shelter/rescue work preferred.
- Experience in volunteer coordination, program management, or customer service is a plus.
- Basic knowledge of animal health care (medications, vaccinations, handling) preferred; willingness to learn required.
- Strong organizational and time management skills with the ability to prioritize and multitask.
- Proficiency in Microsoft Office and database systems.
- Ability to problem-solve, make decisions, and adapt in a fast-paced environment.
- Strong communication and interpersonal skills, with a commitment to professionalism, teamwork, and customer service, even in stressful situations.
- Valid Maine Class C driver's license with a satisfactory driving record.
- Demonstrated commitment to the mission and values of PMHS.

### **WORKING CONDITIONS / PHYSICAL DEMANDS**

- Work is primarily performed in an animal shelter environment.
- Requires lifting up to 30 pounds.
- Exposure to animals with unknown medical or behavioral histories, including risk of bites, scratches, zoonotic disease, and high noise levels.
- Must be able to handle the emotional aspects of animal welfare work, including illness, injury, and euthanasia.