



## **Foster Program Coordinator – Animal Welfare League of Arlington in Arlington, VA**

### **Foster Program Coordinator**

Volunteers and foster families represent the backbone of the organization and as such the Foster Program Coordinator plays an essential role within the organization. This position is responsible for fostering policies and procedures, recruitment, coordination, training and the retention of the foster family core. This position collaborates with colleagues to ensure each foster family experience within AWLA is rewarding and that they have the information and tools they need to perform the job they have volunteered for. This position is responsible for all AWLA foster animals except for animals in the AWLA Kitten Academy. This position is based in Arlington, Virginia.

### **About the Animal Welfare League of Arlington**

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit [www.awla.org](http://www.awla.org)

### **Reporting Relationships**

This position reports to the Director of Animal Care and works closely with the Adoptions and Behavior Team and Animal Care Technicians. The Foster Program Coordinator will also work closely with all AWLA staff members, volunteers and the general public on a regular basis.

### **RESPONSIBILITIES**

#### *FOSTER FAMILY RECRUITMENT & TRAINING for all dogs, adult cats, and small companion animals:*

- Recruit, train, supervise, and motivate foster caregivers
- Develop, update, enhance and edit foster care training and program materials as needed
- Schedule and host regular foster volunteer training sessions and accommodate special individual trainings as needed

#### *COMMUNICATION & FOSTER FAMILY RETENTION for all dogs, adult cats, and small companion animals:*

- Represent AWLA to foster families, ensuring they are appreciated on a regular basis, provided friendly and respectful guidance, feedback, and opportunities to contribute, and interact with them regularly
- Promote a strong commitment to teamwork, customer service, consistent standards, and continuing development with Foster Program
- Ensure foster families receive the timely support, information, and tools they need to succeed



- Provide support to foster families when difficult situations arise
- Keep foster families updated on program enhancements, challenges, policies, and protocols
- Perform home visits as needed and monitor the health and behavior of animals in foster care, reporting findings to appropriate staff

*PROGRAM ADMINISTRATION of all dogs, adult cats, and small companion animals:*

- Collaborate with the Director of Animal Care to plan, develop and implement activities related to the foster care program.
- Manage or maintain foster family contact information, training records, schedules, and participation.
- Produce timely foster program reports and data
- Assure that animals in foster placement receive the proper veterinary care needed
- Maintain inventory of foster supplies and materials
- Carry AWLA issued phone and respond “on call” after hours to emergency calls a minimum of 5 days a week
- Other duties as assigned

*ADDITIONAL RESPONSIBILITIES*

- Demonstrate knowledge of and adherence to AWLA policies and procedures
- Ensure a safe work environment, follow safety guidelines, and model safe work practices
- Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, shelter animal or the organization at risk
- Practice and encourage the humane treatment of animals
- Follow direction of managers, directors and CEO
- Perform other duties as assigned

**Required Qualifications**

- General knowledge of animal behavior and care
- College degree, qualifying work experience may be considered as an alternative
- Minimum one year supervisory or program development experience
- Ability and skill to successfully work with various types of animals in a safe, responsible manner
- Commitment to positive reinforcement handling and training methods
- Ability to set priorities, develop routines and manage large workloads
- Readiness to assume multiple duties and tasks
- Ability to work independently as well as with others in a wide variety of circumstances and with a diverse group of individuals
- Ability to maintain calm and composed in stressful ,sensitive or emergency situations
- Excellent customer service, listening, and decision making skills
- Strong communications skills and an ability to communicate in a polite and professional manner
- Availability to work weekends, evenings, holidays and overtime if needed
- Availability to work “on-call” (after hour) shifts a minimum of 5 nights per week (typically M-F)
- Ability to learn to use and enter information into the shelter computer database

**Desired Qualifications (helpful but not required)**

- Experience in the fields of animal care or animal welfare



- Experience with “hands on” nonprofits
- Experience working with PetPoint

### **Personal Characteristics**

- Commitment to the mission and vision of the Animal Welfare League of Arlington
- Energetic, hard-working, and a team player
- Ability to work in a fast paced, ever evolving atmosphere
- Discretion with confidential and sensitive information

### **Travel Requirements**

May require travel to visit foster families in home and occasional travel to outside events.

### **Typical Physical & Mental Demands**

Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed animals, and could be subject to bites and scratches. May be required to lift heavy items (upwards of 50 lbs) or animals and be physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions and work “on-call” after hour shifts a minimum 5 days per week (typically M-F).

Must be comfortable around dogs, cats, and small companion animals.

Will be required to receive rabies prophylaxis vaccine, hepatitis-B, and tetanus vaccinations.

Must have the ability to pass and become certified to perform euthanasia according to Virginia law.

### **Compensation**

#### **Full Time**

The full time role is a nonexempt, 40 hour per week position with medical, dental, vacation, paid holidays and sick time. Salary is within the SAWA median range for this position (\$14.50 - \$15.75 per hour).

#### **To Apply**

Please submit the following application materials to Claudia West at [jobs@awla.org](mailto:jobs@awla.org) with Foster Program Coordinator in the subject line:

- A cover letter describing your interest in the position and relevant experience/qualifications
- Current and up to date resume including references

*Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.*

*Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.*