

# Animal Shelter Foster Program Coordinator

([http://agency.governmentjobs.com/seattle/job\\_b/jobID=3798310&sharedWindow=0](http://agency.governmentjobs.com/seattle/job_b/jobID=3798310&sharedWindow=0))



APPLY

<b>Salary</b> ⓘ	\$69,196.32 - \$80,534.16 Annually	<b>Location</b> ⓘ	Seattle, WA
<b>Job Type</b>	Temporary - Benefit Eligible	<b>Department</b>	Facilities and Administrative Services
<b>Job Number</b>	2022-02145		
<b>Closing</b>	12/6/2022 4:00 PM Pacific		

## DESCRIPTION

## BENEFITS

### Position Description

The **Seattle Animal Shelter** (<http://www.seattle.gov/animalshelter/>) (SAS) is seeking an enthusiastic and organized professional for the role of **Foster Program Coordinator**. If you are a compassionate, motivated team player who is dedicated to supporting animals in crisis and connecting people and pets in our community, this is the job for you!

This position is responsible for planning, organizing, and overseeing the Foster Program. The foster program connects animals in need with generous volunteers who lend their homes and hearts to providing a safe haven for pets, pending placement in a permanent home. This is a critical in giving more animals a second chance at an amazing life. This position will provide high quality service and support to individuals who participate in the foster or rescue program.

*This is a term-limited temporary assignment with benefits. The duration of the assignment is expected to last up to 18 months.*

### ABOUT US:

SAS is a nationally recognized animal welfare organization that promotes public safety and animal welfare and protects animals from cruelty and neglect in the City of Seattle. SAS runs animal sheltering and adoption programs to reunite lost animals with their owners and place animals in forever homes. SAS hosts a spay and neuter clinic providing low-cost services serving more than 4,000 animals per year and manages pet licensing for City residents. And SAS' animal control field services staff enforce Seattle's laws regarding animals, helping keep animals and people safe.

SAS is a division of the Facilities and Administrative Services (FAS) department, a [dynamic](#)

[organization \(http://www.seattle.gov/Documents/Departments/FAS/fas-leadership-team-org-chart.pdf\)](http://www.seattle.gov/Documents/Departments/FAS/fas-leadership-team-org-chart.pdf) (Download PDF reader) (<https://get.adobe.com/reader/>) of 11 divisions and 450+ employees that provides \$375 million a year in services to the City through an [exciting portfolio of lines of businesses \(http://www.seattle.gov/finance-and-administrative-services/about-finance-and-administrative-services\)](http://www.seattle.gov/finance-and-administrative-services/about-finance-and-administrative-services). FAS is a collaborative workplace with collective accountability to [promote equity, respect, civility, integrity, inclusiveness and fairness \(http://www.seattle.gov/Documents/Departments/FAS/fas-five-pillars-flyer-8.5x11.pdf\)](http://www.seattle.gov/Documents/Departments/FAS/fas-five-pillars-flyer-8.5x11.pdf) (Download PDF reader) (<https://get.adobe.com/reader/>) for all employees.

## Job Responsibilities

- Conduct needs assessments, evaluate foster programs, and develop plans to expand and diversify volunteer base
- Design and implement a detailed plan for year-round recruitment of all segments of the community
- Actively promote, support, and provide guidance to foster volunteers in order to move animals out of Seattle Animal Shelter with an emphasis on length of stay (LOS)
- Create and implement a system for marketing pets from foster homes, and ensure that it is working efficiently for all involved
- Recruit, interview, and match volunteers with program opportunities; assess animal handling skill level with multiple species; provide onboarding, orientation and training on program objectives and expectations.
- Create and/or update training manuals and other materials regularly to ensure appropriate levels of training are received and maintained
- Work with foster team leads and/or relevant staff to ensure fosters have adequate training and there is appropriate animal placement into foster homes based on animals' medical and/or behavioral needs
- Work with shelter behaviorist, veterinarians, and foster team leads to ensure medical and behavioral needs are being met for all animals in foster care, including appointment scheduling and transportation
- Develop and implement foster program objectives, goals and work plans.
- Research, review, create and/or update foster program policies and procedures regularly to ensure that the system is working efficiently and barriers to participation are low.
- Coordinate and organize outreach activities and events with the community, local rescues, and businesses.
- Promote the development of partnerships for foster programs as they relate to SAS goals and mission.
- Ensure clear communications exist for medical and behavioral needs when relevant, and that adoption processes are consistent with shelter practice.
- Plan and organize foster volunteer recognition and appreciation and other special events.
- Maintain current volunteer records and database using the Volgistics program and complete other administrative duties supporting the shelter's foster programs.
- Maintain all animal records in PetPoint database.
- Collect and compile data and statistics for reporting and/or to make recommendations on program activities and goals.

## Qualifications

### Required Qualifications:

- Requires two years of college coursework in personnel, recreation, social services, public administration, or related discipline and two years of experience in personnel, social service or recreation program to include six months in coordinating a volunteer program (or a combination of training and/or experience which provides an equivalent background required to perform the work of the class).
- Must be able to work with and interact around multiple species of animals.
- A valid Washington State driver's license or evidence of equivalent mobility.

### Successful candidates will have:

- Prior experience working or volunteering at an animal shelter or animal rescue particularly if related to the foster program
- Prior experience working with animals displaying behavior issues in a municipal shelter environment
- Prior experience with high profile, public facing agency
- Certification or formal training in volunteer management
- Prior experience conducting community outreach
- Experience using Volgistics and Petpoint.
- Experience creating handbooks, training manuals and other program materials
- Prior experience recruiting, conducting interviews and or staffing
- Exceptional written and verbal and interpersonal communication skills
- Strong organizational, planning and coordination skills
- Proven ability to exercise good judgment and problem solve
- Multilingual skills

### Additional Information

FAS supports the **City of Seattle's Race and Social Justice Initiative** to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position.

**COVID 19 Vaccination Mandate:** All City of Seattle employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

### Work Environment

All FAS positions require onsite work. Alternative Work Arrangements and hybrid telework schedules

for work conducted in a normal office environment may be considered and will be based on operational needs and consistency with FAS policies.

Employees of the City of Seattle enjoy competitive pay and comprehensive benefits package generous leave programs, and the satisfaction of doing work that helps make Seattle a great place to live, work, and play.

**TO APPLY:**

Please submit a cover letter and current resume along with your online application to be considered for this position.

Offers of employment are contingent on verification of information provided by the applicant as part of the application process, including a background check.

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**Agency**

City of Seattle

**Address**

Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, Washington, 98104

**Website**

<http://www.seattle.gov/jobs> (<http://www.seattle.gov/jobs>)