Animal Defense League
Foster Coordinator

Job Summary:
Supports the Lead Foster Coordinator with primary care of neonates and medical foster placement coordination to support ADL’s rescue efforts. Maintaining strong and compassionate relations with foster volunteers. This position works closely and collaboratively with the Lead Foster Coordinator, Intake Supervisor, Hospital and Medical Program Manager, ADL’s Veterinarians, Veterinary Technician’s and other shelter staff.

Specific duties include but are not limited to:

- Required husbandry, medicating and intake work-up duties as outlined by standard operating procedures which are primary functions within the foster department
- Ensure accurate and timely inter-departmental communication is maintained
- Use all available marketing and communication venues to recruit foster volunteers and publicize the program
- Maintain timely, detailed, accurate records on each foster
- Coordinate the dates and numbers of animals returning from foster to support surgery, shelter and adoption needs
- Trains and supervises foster volunteers which includes medicating and monitoring foster animals
- Provides ongoing training with staff and volunteers regarding foster procedures and policies
- Presents information on the foster program to groups, clubs and organizations
- All other duties as required to support ADL’s mission and animal care standards

Qualifications: Strong preference will be given to candidates with veterinary technician experience. Must be able to work independently and have strong verbal and written communication skills. This is a full-time position which requires weekday and weekend work.

Physical demands and working conditions:
Physical requirements include frequent lifting and carrying up to 50 pounds. Subject to climbing, kneeling, lifting, sitting, standing, stooping, bending, and walking to perform the essential functions. Working conditions are inside and outside with frequent exposure to temperature variations, hazardous chemicals, noise, dirty environment, confining workspace and unfavorable odors.