



**MAUI HUMANE SOCIETY
Job Description**

The Maui Humane Society is committed to protect and save the lives of Maui's animals, accepting all in need, educating the community, and inspiring respect and compassion towards all animals.

Job/Position Title: Dog Foster Coordinator

Status: Non-Exempt

Date: Nov 2021

Primary Purpose: Actively promote and coordinate the dog portion of the foster program in order to maximize lives saved. Coordinates foster eligible animals and foster parents. Responsible to Community Support Manager (CSM) and Director of Community Outreach (DCO).

Essential Duties/Functions:

1. Recruit, screen, and train potential foster parents.
2. Develop and maintain standardized foster care procedures and materials.
3. Provide ongoing training for foster parents regarding shelter programs and procedures that impact the dog foster program.
4. Coordinate the smooth transition of foster animals to and from the shelter.
5. Ensure that foster animals receive all necessary medical treatments and rechecks.
6. Monitor health and behavior of animals in foster care and provide appropriate interventions if needed.
7. Be well-versed in dog medications and the proper protocols; be able to dispense medications and refills to fosters as needed under the direction of the DVM.
8. Participate in dog foster rechecks with our DVM's.
9. Maintain accurate records in Petpoint and foster database.
10. Expand foster database to better allow for proper matchmaking of foster family with foster dog.
11. After the Dog Animal Care Technician (DACT) advises foster care is appropriate, the Dog Foster Coordinator (DFC) may authorize decisions regarding foster animal care, placement, and disposition.
12. Track foster volunteering and run monthly reports.
13. Participate in Dog Play Group (DPG) to get to know the dogs, their behaviors and understand the proper foster home set up.
14. Work with the DACT, Behavior Coordinator and WOA Transfer Coordinator to assist with proper foster pathways for the dogs in MHS care.
15. Participate in 360 Committee and Dog Rounds.
16. Represent MHS at public events and fundraisers as requested.
17. Obtain Fear Free Shelter Certification and practice Fear Free techniques.
18. Other duties as assigned by CSM.

General:

1. Knowledge of MHS policies and procedures.
2. Interact with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
3. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet animal-related needs.
4. Responsible for keeping relevant work areas clean and organized.
5. Maintain and promote a positive public image-standard relevant to MHS.
6. Help promote fundraising activities and solicit support of agency overall.
7. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
8. Report and correct any safety hazards or unsafe use of MHS equipment.

9. Ability to handle animals safely and with patience, gentleness and compassion.
10. Must understand and be able to employ and train foster parents regarding humane training methods that are consistent with the mission of MHS.
11. Must provide a high level of customer service at all times, even under stressful conditions.
12. Ability to handle multiple tasks in a busy workplace environment.
13. Ability to think clearly, act quickly and utilize sound judgement in a variety of situations.
14. Requires the emotional capacity to handle euthanasia related issues including communication about these issues to the fosters.

Working Conditions: Air-conditioned office environment, shared office space, and outdoors with animals. Includes direct contact with animals of varying degrees of handleability.

Equipment Used: Dedicated computer with internet access. General office equipment and company cell phone. Pet-related items (leashes, collars, harnesses, carriers etc.), animal restraint equipment, printers, digital camera, cash register, phone, smartphone, fax machine, copier.

Working Hours: This is a full-time position requiring 40 hours per week. The position will sometimes require flexibility to cover weekends, evening events, emergencies, or other MHS activities.

Mental Demands: Must have the ability to multitask, meet deadlines and handle stress. Must be able to work independently while functioning in a team environment. Position requires excellent organizational skills, a high level of accuracy and attention to detail. Able to remain calm and level-headed in an often stressful and emotional work environment. Able to work with a diverse group of volunteers. Able to use sound judgment when dealing with confidential information. Able to multitask and prioritize job duties in a busy and constantly changing work environment.

Physical Demands: The majority of this position involves desk and computer work but could also involve circumstances that require standing for long periods of time. Some lifting is required - generally should be able to lift and carry up to 50 lbs. Animal handling is required- generally should be comfortable around all types of domestic animals. Must be able to work at a fast and efficient pace.

Qualification Requirements:

Minimum Qualifications:

- High School Graduate or equivalent.
- Excellent public relations skills. Ability to form and maintain professional relationships.
- Excellent verbal, written and observational skills.
- Strong organizational skills.
- Professional in appearance and behavior.
- Must be a goal-oriented self-starter.
- Confident computer skills including experience with Google Apps, Microsoft Word, Excel, social media, databases, internet navigation, and research.
- Possession of a valid driver's license with a clean driving and criminal abstract.

General Requirements:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- General knowledge of pet behavior and care. Ability to work with and handle all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- Prior background in animal welfare or related field.