

SAFE Haven for Cats

Foster Coordinator

Are you a person who loves mentoring people AND saving cats' lives in the process? SAFE Haven for Cats, located in North Raleigh, is seeking a part-time Foster Coordinator who can help us ensure that our foster families throughout the Triangle are supported as they help raise cats and kittens outside of our shelter. If you've fostered cats and kittens and want to do more to spread the good word about the benefits of fostering, this is a position for you!

The Foster Coordinator is responsible for training, supporting, and managing SAFE Haven for Cats foster volunteers. This position will provide resources for foster families, complete documentation, coordinate appointments for foster cats and kittens with the SAFE Care Clinic and will make home visits to foster families to ensure that the animals are healthy, socialized, and growing as needed.

Location: remote work with check-ins to our shelter at 8431-137 Garvey Drive, Raleigh 27616

Part Time: 15 to 30 hours per week (dependent on number of cats and kittens in foster)

Salary: \$10 - \$11 per hour

Available: Immediately

Reports to: Shelter Director

Essential Duties and Responsibilities:

- Collaborate with Volunteer Coordinator and Shelter Director on recruiting strategies for foster cats and kittens.
- Assist fosters with social media to increase interest in program and in fostered cats.
- Provide non-medical advice to fosters to ensure that animals are making positive progress and refer all medical emergencies to the Medical Director.
- Work with Shelter Director on scheduling "foster sleepovers" for shelter cats that would benefit from temporary, in-home care.
- Support foster families through online, telephone, and in-home assistance and training.
- Schedule appointments for fosters at SAFE Care for checkups and sick appointments.

Education

High School diploma or GED; some courses in animal science preferred but not required.

Experience

At least one year related animal experience required. Must love working with animals and enjoy working with volunteers. Previous volunteer supervision a plus.

Knowledge, Skills and Abilities Required:

- Safely feed, handle and medicate a wide variety of cats and kittens.
- Use best practices and techniques in the care and handling of animals.
- Must observe, assess, and document animal behavior.
- Maintain accurate records in shelter management software.
- Must communicate clearly and concisely, both orally and in writing.
- Organize work for timely completion.
- Respond calmly to work interruptions and get back on task to complete work.
- Recognize the need for assistance and ask for help.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Be able to remain calm in frustrating situations.
- Willing to receive training in and perform fundamental shelter medicine protocols.
- Must have valid driver's license, reliable transportation, and car insurance.
- Perform manual labor.

Supplemental Information:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; and talk or hear. The employee is frequently required to reach with hands and arms and is required to stand; walk and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information

- The mission of SAFE Haven for Cats is to use no-kill principles and education to save cats' lives through rescue, adoption, spay/neuter services and community programs.
- EOE – SAFE Haven for Cats and SAFE Care Feline Span/Neuter Clinic are equal opportunity employers – minority/female/veteran/disability
- This is a part-time, non-exempt position.
- Some evening and weekend work may be required (according to needs of fosters).

