



JOB POSTING NOTICE

POSITION: FOSTER CARE COORDINATOR - LVT
DEPARTMENT: FOSTER CARE
REPORTS TO: VETERINARY SERVICES
STATUS: FULL TIME - HOURLY, NON-EXEMPT
DATE: JULY 28, 2021

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

The successful candidate is responsible for assisting with the administration and operation of the foster care program and helps to recruit, train, and monitor foster care volunteers. Assigns animals to foster homes, maintains paperwork, and records data in PetPoint for each fostered animal. Responsible for responding to foster care with proper care information and basic medical guidance for animals in the program. Responsible for scheduling vaccination updates, medical treatments, and surgery appointments for animals in foster care. Assists with maintaining proper inventory of supplies for the foster care program. Along with other on-call leads within the SPCA, there will be a shared on-call responsibility to this job. This will be phone response only, and there will be additional compensation for this responsibility.

The candidate will collaboratively perform duties with great attention to detail and have the ability to effectively multi-task. This customer-oriented person will be skilled on computers and be adaptable to change.

The successful candidate will possess the following competencies:

- 1) Excellent customer service skills
- 2) Strong communication skills
- 3) Detail-oriented, organized, and able to multi-task
- 4) Knowledgeable and skilled with domestic animals

New York State Veterinary Technician license is required.

This individual will also participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

If you are interested in this position and meet the qualifications, please submit your resume to Julie Schultz, Human Resources at julies@yoursPCA.org. Thank you!