



JOB POSTING NOTICE

POSITION: FOSTER CARE ASSISTANT
DEPARTMENT: VETERINARY SERVICES
REPORTS TO: VETERINARY SERVICES COORDINATOR
STATUS: PART-TIME (20 HRS/WK), NONEXEMPT
DATE: OCTOBER 7, 2021

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

The SPCA Serving Erie County is currently seeking a Foster Care Assistant for a part-time opening. 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. This individual will assign animals to foster homes, maintain paperwork, and record data in PetPoint for each fostered animal. They will be responsible for responding to foster care volunteers with proper care information and basic medical guidance for animals in the program. This position is also responsible for scheduling vaccination updates, medical treatments, and surgery appointments for animals in foster care and will assist with maintaining proper inventory of supplies for the foster care program.

The successful 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. This individual will possess the following competencies:

- 1) Excellent customer service skills
- 2) Strong communication skills
- 3) Detail-oriented, organized, with the ability to multi-task
- 4) Knowledgeable and skilled with domestic animals
- 5) Proficiency with computers and data entry

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 the SPCA Serving Erie County, at julies@yoursPCA.org.