

Volunteer & Foster Coordinator

Are you passionate about animal welfare and eager to make a difference in your community? Are you excited about making a difference in the lives of animals? Come join us as our new Volunteer & Foster Coordinator and help animals find their forever homes!

We are seeking an experienced and compassionate individual to recruit, train and coordinate a dynamic team of volunteers dedicated to supporting the Humane Society of Kitchener Waterloo & Stratford Perth's mission. The Coordinator will play a key role in ensuring the success of our foster and volunteer program by creating a positive and supportive volunteer culture.

Reporting to the Volunteer Manager, the ideal candidate is a motivated and compassionate individual, with excellent communication and organizational skills. The successful individual serves as an integral part of the Volunteer Department, growing our Foster Program and providing ongoing support to our valuable volunteers.

What you will be doing:

- Recruiting and training new volunteers and fosters.
- Match foster families with appropriate foster animals and coordinate pick up and returns of foster animals.
- Provide ongoing assistance, coaching and support to volunteers and fosters.
- Communicate with the medical and adoption teams, to ensure foster volunteers receive information pertaining to the well-being of foster animals.
- Attend HSKWSP events, as well as third party events, to promote Volunteer & Foster Care Program

Who You Are:

- You have a passion for animal welfare and love working with people too!
- **You have post-secondary education in Volunteer Management or related discipline.**
- You are proficient in Microsoft Office and Volunteer Management Systems.
- You thrive in a fast-paced environment, and can excel at any challenge thrown your way.
- You have experience recruiting and supervising volunteers.
- You value building strong relationships.
- You are highly organized, and thrive at multitasking!
- You are a compassionate person, with excellent communication skills.
- **You hold a valid Ontario driver's license and have access to a reliable vehicle.**

The Perks:

- Salary of \$38,000-45,000 annually
- Two to three weeks vacation
- Flexible work schedule
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals
- Bring your pet to work OR enjoy others pets while you work!

If this role is calling your name, we look forward to hearing from you! Please submit your resume and cover letter through Indeed.

To view a full job description for this position, please visit our website
<https://kwsphumane.ca/careers>

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices