



Foster Coordinator

Are you passionate about animal welfare and community engagement? We are seeking a dedicated Foster Coordinator to join our team to lead and manage Foster Care Program, ensuring animals receive the care they need in loving foster homes. The ideal candidate will have a strong background in animal care, experience working with volunteers, excellent communication skills, and a commitment to promoting our organization's mission and values within the community.

What you will be doing:

- Oversee all aspects of the Foster Care Program, including identifying animals for placement and coordinating their care.
- Maintain foster databases, track supplies, and match animals with appropriate foster families.
- Collaborate with the Volunteer Manager on recruitment, training, and supervision of fosters.
- Provide ongoing assistance, coaching and support to foster volunteers.
- Coordinate with foster families for participation in adoption events and community engagement.
- Coordinate medical appointments for animals in fosters, and work closely with the Clinic and Animal Care teams.
- Support adoption events and foster appreciation initiatives.
- Work closely with Animal Care team and assist with cleaning, feeding and caring for animals, and providing customer service.
- Keep accurate departmental records, maintaining their confidentiality, and assist with departmental paperwork as required.
- Perform other duties as required to improve the function of the Animal Care Department, and the Organization including assisting other departments.

Who Are You:

- You have post-Secondary education in Animal Care or related discipline.
- You have experience managing or supervising volunteers/fosters (preferred).
- You have experience in Animal Welfare or Shelter Environment (preferred).
- You have strong communication, interpersonal, and teamwork skills.
- You have strong organizational and multitasking abilities.
- Availability to work flexible hours, including weekends and holidays.
- Ability to lift up-to 40 lbs. and handle animals up to 80 lbs.
- You are proficient in MS Office applications (Word, Excel, PowerPoint) and comfortable learning new systems.
- You have a valid Class G Driver's license and access to a reliable vehicle.

- You can provide a satisfactory police background check as part of the hiring process.

The Perks:

- Hourly rate \$18.75-\$22.11
- Three weeks' annual vacation
- Comprehensive Health & Dental benefits
- Company RRSP Matching
- Employee Assistance Program
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals

If this role is calling your name, we look forward to hearing from you! Please forward your resume and cover letter to hr@kwsphumane.ca

The full job description is available at <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.

We thank all candidates for their applications; however only those selected for an interview will be contacted.