



Tony La Russa's
**Animal
Rescue
Foundation**

Job Title: Foster Specialist
Reports to: Foster Supervisor
Department: Animal Care
FLSA Classification: Non-Exempt
Updated: November 2018

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Position Summary:

The Foster Specialist assists in the implementation of goals and objectives of the foster program. The Foster Specialist works with the Foster Supervisor on daily operations of the foster program and helps ensure all aspects of the foster program are planned and running smoothly.

Principal Duties:

- Maintain an effective and high level of communication and cooperation with ARF staff and fosters.
- Support the Foster Supervisor in coordinating assistance for outreach and development events.
- Be thoroughly informed about fostering and adoption procedures and rules, as they apply to foster care providers and to the organization's responsibilities to fosters (medical care, adoptions, behavior assessments, etc.).
- Ensure timely communications with foster families and appropriate ARF staff members.
- Assist in coordinating appointments and shelter housing needs as appropriate.
- Learn and follow the shelter's medical procedures and ensure foster animals receive proper medical care.
- Assist in maintaining and updating the foster program's databases including Access and Volgistics.
- Always promote a humane and caring attitude toward all animals.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to ARF.
- Maintain the confidentiality of all information.

- Comply with all Federal, State and local safety regulations and laws, as well as ARF policies and guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.
- Perform duties in a manner which encourages attainment of goals, contributions and business for ARF and its programs.
- Promote teamwork, communication, and cooperation with all other departments.
- Drive ARF vehicles as assigned by supervisor.
- Follow safe driving practices, obeying all traffic laws at all times when driving for ARF business purposes.
- Perform other duties as assigned.

Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.
- Lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain animals when necessary.
- Walk dogs weighing up to 150 pounds in a variety of weather conditions.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Dexterity to handle animals and small objects.
- Assess medical and behavior changes in animals using a variety of techniques including, but not limited to, visually and audibly.
- Sit for long and short periods of time while using a computer.
- Tetanus and rabies inoculations are required or must be waived.
- Drive a vehicle.

Educational Requirements and Qualifications:

- High school diploma and 18 years or older.

Experience, Abilities and Qualities:

- Demonstrated ability to meet goals and objectives.
- Good analytical skills and ability to identify and assess issues and opportunities.
- Experience working independently, as well as contributing effectively as part of a team.
- Effective written and verbal communication skills.
- Self-starter, facilitator, and organizer.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace.

- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Demonstrate maturity, good judgment and professional manner and personal appearance.
- Comfortable and skilled in working with diverse staff, volunteers and community.
- Knowledge of various dog and cat breeds, behavior, and current general care and training practices.
- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years, and must be insured.
- Must be able to pass a background check.

Hours:

Part time: 16 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department. Weekend work, and holidays will be required. Periodical hours may be needed to cover vacation and illness of other co-workers.

Starting Rate: \$13.00 per hour

To Apply: An employment application is available for download. To apply for this job, please send your cover letter, resume and completed application to achristman@arflife.org and blutz@arflife.org or fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".