



## Foster Job Description

### Retention Foster Volunteer

#### Position Description:

Often we have citizens reach out to use who are going through hard times and are temporarily unable to care for their beloved pets. Rather than having those citizens surrender their pets, our Pet Support Team is able to connect that citizen with resources to get back on their feet, while our foster volunteers provide a safe place for their pets until they are able to reclaim them.

Retention fosters are long term commitments, averaging 30-90 days. These pets are not available for adoption unless the owner is unable to reclaim their pet at the end of the agreed upon time. In some cases, the owner's situation may be confidential, foster volunteers are expected to use discretion.

#### Meeting the PRC Mission:

Volunteers in this role help support the PRC mission, goals, and strategic initiatives by assisting us in our mission to keep pets in their homes!

#### Duties and Responsibilities:

- Meet Mission & Vision of PRC.
- Comply with all PRC policies and procedures, including a high standard of dependability for promptness and attendance.
- Provide a safe and comfortable home for the pet to live in.
- Feed, socialize, groom, train, and provide medication as directed by PRC staff.
- Bring to PRC for all scheduled medical appointments.
- Provide PRC with regular updates and photos to share with their owners.
- Provide positive reinforcement techniques.
- Provide positive human interaction – petting, brushing, love.
- Observe animal's health and behavior and communicate any changes or concerns to the foster team.
- Report on animal's condition to Foster Staff.
- Monitor and respond to emails and communication from Foster Staff in a prompt manner.
- Use discretion when discussing your foster pets situation.

#### Qualifications:

- Must be 18 years of age or older.
- Able to provide a safe, loving and stable environment.
- Ability to provide care to an animal.

- Ability to separate foster pets from other animals as needed.
- Able to transport the animal to and from the shelter as needed.
- Willing and able to administer medications and treatments as directed by PRC foster team and medical staff.
- Self-motivated and able to make appropriate judgment calls.
- Willing to maintain communication with the Foster Staff and ask questions when needed.
- Possesses good communication skills.
- Basic knowledge of computers including e-mail, printing, and video communication.

**Expected Hours of Service:**

This position is an off-site/remote position. Hours will be based on type of animal, age, and training required.

**Reports to:**

Foster Coordinators, Pet Support Team

**Benefits:**

- Remote and in your own home
- Assisting in keeping pets out of the shelter's population
- Helping to reunite owned animals with their loving families.