
Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

Position Title:

Foster Program Facilitator – Temporary Full Time

- **Wednesday to Friday 9:00 a.m. to 7:00 p.m. and Saturday 9:00 a.m. – 5:00 p.m. | 36 hours per week**
- **Annual Salary of \$29,952**

- Term position until September 2023 -

Calgary Humane Society often receives animals that require just a little bit of extra care. Animals who are too young for adoption, ill, injured or who require additional behaviour support, are sent to temporary homes to grow, recover, and learn. Foster homes are also needed for animals admitted under our emergency boarding and pet safekeeping programs.

Reporting to the Team Lead of Intake & Foster, the Foster Facilitator is responsible for the recruitment, screening, and training of Foster Parents as well as coordination of foster animals in and out of foster homes.

Responsibilities:

- Responsible for the recruitment, retention, and recognition of foster families
- Coordinate orientation and training for all foster families
- Ensure all animals requiring foster care are placed in a timely manner
- Provide day-to-day support to all active foster families in person, on-site, by phone, and e-mail
- Maintain records and administrative requirements of all animals and foster families in the Foster Program:
 - Electronic records, paper files, training records, foster animal paperwork, cage cards, collars, personality profiles, behaviour notes, etc.
- Ensure privacy standards are upheld at all times
- Promote strong working relationships between staff and foster families
- Establish and provide effective means of communication for foster families
- Maintain the recognition program for foster parents and be active in the planning and execution of the annual Volunteer and Foster Parent Appreciation Party
- Coordinate daily maintenance and cleaning of foster supply room
- Ensure effective communication between all departments
- Respond to public inquiries about the Foster Program
- Other duties as assigned

Position Requirements:

- Minimum high school diploma
- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Successful candidate will be required to provide a police information check at their own expense to be arranged by CHS
- Minimum one-year experience in a supervisory/leadership position required
- Excellent communication skills, both verbally and in writing, including comfort with public speaking
- Strong time management skills and ability to work well under pressure and balance multiple priorities
- Demonstrated resiliency and ability to maintain professionalism in stressful, sometimes emotional, situations
- Ability to deal with a diverse range of people from varying backgrounds
- Excellent interpersonal and conflict resolution skills
- Genuine concern for the welfare of animals
- Professional experience working with animals a definite asset
- Ability to work as part of a team or independently as required
- Intermediate skills in Microsoft Office
- Volunteer management experience an asset
- Previous experience working with PetPoint an asset
- Flexibility of working hours and shifts outside of normal business hours including some overtime when required

Physical Requirements:

- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, rodents, birds, and reptiles
- Physically capable of lifting up to 40 lbs.
- Ability to perform repetitive motions of: sitting standing, walking, reaching, lifting, squatting, bending, pulling

Closing date: Posting will remain open until a suitable candidate is found

Please submit your cover letter and resume, indicating the job title in the subject line, to careers@calgaryhumane.ca

We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls please.