



Join the team!

Calgary Humane Society is a dynamic, non-profit organization whose mission is:
Protect Animals. Support People. Create a More Humane World.

As an organization, we value Compassion, Commitment, Courage, and Collaboration and 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.

Position Title:

Foster Program Facilitator – Full Time

**37.5 hours per week | Rotating shifts of 9:00am to 5:00pm and 11:00am to 7:00pm
Sunday to Thursday OR Saturday to Wednesday**

Calgary Humane Society often receives animals that require just a little bit of extra care. Whether they are too young for adoption, ill, injured, or require some additional training, they require temporary homes to grow, recover, and learn. Foster families are also needed for animals who are seized by our Peace Officers or admitted to CHS under our Pet Safekeeping and Emergency Boarding programs.

Duties:

- 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 foster families in person, over the phone, and via e-mail
- Maintain the records and administrative requirements of all animals and foster families enrolled in the Foster Program including CHS' electronic database, paper files, training records, foster animal paperwork, cage cards, collars, personality profiles, and behaviour notes.
- Ensure privacy standards are consistently upheld.
- 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 the foster office and inventory for foster families
- Ensure effective and open communication with all CHS departments
- Promote and respond to public inquiries about the Foster Program

Position Requirements:

- Minimum high school diploma
- Previous experience overseeing volunteers an asset
- Genuine concern for the welfare of animals
- Professional or volunteer experience working with animals a definite asset
- Ability to work as part of a team or independently as required
- Intermediate knowledge of Microsoft Office
- Ability to communicate effectively, both verbally and in writing
- Strong interpersonal skills and the ability to deal with a diverse range of people
- Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS.
- Demonstrated resiliency during emotionally difficult times
- Comfortable with compassionately communicating with foster families when humane euthanasia is in the best interest of the animal they are fostering
- Flexibility to work outside of scheduled hours when required and during peak times

Physical Requirements:

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

Annual Salary:

\$33,696.00

Benefits:

- 100% employer paid health and dental benefits for employees and their dependents
- Wellness Spending Account
- Vision coverage
- Paid vacation, sick time, wellness days, and paid day off on your birthday
- Matching RSP
- Professional development opportunities
- Discounts on CHS products and services, including adoption fees
- Access to Employee and Family Assistance Program
- Access to reduced rate counseling services

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.