



## CLASS SPECIFICATION

**Class Title:** Foster & Rescue Coordinator  
**Department:** Animal Care Davis County  
**FLSA:** Non-Exempt

**Class Code:** 6680  
**Grade:** 15  
**Eff. Date:** 9/10/2021

### GENERAL PURPOSE

Under the general guidance and direction of the Shelter Services Supervisor this position is responsible for oversight and management of the Animal Care of Davis County Foster & Rescue Program.

### EXAMPLE OF DUTIES

Responsible for supervision of foster volunteers and necessary communication with other departments as it relates to the foster program.

Coordinates the volunteer foster program, including recruitment, training and coaching of foster volunteers, placement and care of foster animals, documentation maintenance (paper and electronic); serves as main contact for all foster homes. Coordinates with the Volunteer Coordinator to schedule training for new foster volunteers.

Properly identifies all animals and maintains accurate control of all foster supplies. Determines animal readiness for foster program by reviewing records, pictures, and other data as needed.

Performs foster appointments that do not require a veterinarian, including vaccinations, preventative care, basic diagnostic testing and following standard protocols.

Assists in tours, lectures, public education programs and special events.

Documents body weights and takes photographs of underage animals awaiting foster care weekly. Maintains current and accurate medical records on each foster animal in the shelter's software.

Develops, organizes and maintains ACDC's Foster Care Handbook, supporting documents and foster care kits. Designs and manages on-call foster care plan for after-hours foster emergencies. Prepares monthly foster program reports.

Responds to after-hours foster emergencies.

Ensures animals are processed through the shelter system quickly and efficiently for surgery and adoption.

Adheres to standard operating procedures and instructions. May be required to perform humane euthanasia.

Maintains relationships with partner animal rescue groups throughout the United States. Communicates pleas, changes, and needs to partner rescues and to internal teams. Places holds on animals at local shelters and requests, organizes, and communicates in a timely manner information requested by partner rescues, including temperament tests and medical services.

Organizes, effectively manages, and responds to large volume of emails, Facebook messages, phone calls, and other forms of communication from internal and external sources on a daily basis, as approved by department director.

Recruits new animal rescue organizations to partner with ACDC. Maintains the highest level of customer service and solves issues with existing partner rescue organizations and internal teams at ACDC. Is knowledgeable of each partner rescue's health, size, breed, and temperament requirements.

Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduation plus at least three (3) years of full-time related animal control, animal welfare, or closely related experience; an acceptable combination of education and experience may be considered.

*Preference may be given for college coursework in animal studies.*

**2. Other Requirements:**

Must have or obtain within six (6) months of hire date a valid euthanasia certification including completion of a euthanasia training program.

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills, and Abilities:**

**Knowledge of:** safe and humane animal handling and animal behavior; common animal diseases; animal care techniques; basic animal behavior modification techniques; departmental and related adoption policies, procedures, and practices.

**Skill in:** humane treatment of animals; driving a vehicle; using applicable computer hardware and software programs.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** demonstrate compassion toward animals; maintain accurate records; follow written and oral instructions; communicate effectively (verbally and in writing); maintain effective working relationships with supervisors, employees, other agencies, and the general public; exercise sound independent judgment; work with minimal supervision; prepare clear, concise and accurate reports.

**WORKING CONDITIONS**

Work in stressful and noisy conditions, work on weekends and holidays, extended/flexible schedule. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 50 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals and animal matter; work with cleaning materials; use strength and agility while working with active animals. Present a professional appearance to the public at all times.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	09/10/2021
Department Approval:	Ashleigh Young
HR Generalist Approval:	Anthony Summers
Classification Approval:	Marina Brito