

**DOG FOSTER ADOPTION (DFA) TEAM LEAD (DFAL)  
JOB DESCRIPTION**

**Position Overview:** The DFA Team is responsible for all aspects of the foster dog adoption process, including covering the DFA Team email, assisting and educating fosters regarding the foster dog adoption process, and processing foster dog adoptions [reviewing meet and greet feedback, reviewing and processing foster dog adoption applications, scheduling adoption interviews, and working with fosters, adopters, and the onsite dog team on any issues that develop during the adoption process]. The DFA Team is comprised of a DFA Team Lead (DFAL), DFA Team Coordinators (DFACs), and other DFA Team volunteers who handle discrete tasks. The DFA Team email is dog-foster-adopt@.

This position is responsible for managing the DFA Team, including the DFACs and other DFA Team volunteers. It is a detail-oriented, work from home position and includes sending protocols, reviewing and responding to DFA Team emails, reviewing adoption applications, and scheduling adoption interviews.

**Responsibilities:**

- Ensure DFAC coverage of DFA Team email.
- Recruit, train, manage, and cover DFACs and other DFA Team volunteers.
- Maintain and update DFA Team protocols and canned emails.
- Ensure the DFACs and other DFA Team volunteers properly:
  - Monitor DFA Team email. Handle DFA Team emails in an appropriate and timely manner.
  - Assist and educate fosters regarding the foster dog adoption process, including sending adoption process protocols to fosters when a foster dog is or will soon be available for adoption.
  - Process foster dog adoptions, including:
    - Reviewing adoption applications
    - Checking in with fosters on meet and greet feedback
    - Scheduling adoption interviews
    - Sending all related correspondence
    - Preparing and submitting a nightly list of the next day's scheduled foster dog adoptions
    - Updating Dog Foster (DF) Team spreadsheets and databases.
- Comply with DFA Team protocols and the [APA! Volunteer Policies](#), [APA! Volunteer Handbook](#), and [APA! Core Values](#).
- Log volunteer hours on [MyVolunteerPage.com](http://MyVolunteerPage.com).

**Required Skills:** Enthusiasm for APA! and good people skills. Ability to communicate effectively orally and in writing. Proficiency with the Google suite

(Gmail, Google Docs, Google Spreadsheets, Google Drive, Google Groups).  
Internet, email, and phone access. Positive, team-oriented, and helping attitude.

**Preferred Skills:** Management experience or other experience related to supervising volunteers and/or project management. Experience with the DF Program and/or the APA! adoption process. Foster experience.

**Time Commitment:** Average of 4-6 hours per week. Cover at least one (preferably two) daily shift (9:00AM - 8:00PM) per week; the hours vary, but covering a daily shift involves checking into DFA Team emails every 2-3 hours per shift, and the total time commitment ranges from 3-5 hours per shift.

**Supervisor:** Dog Foster Manager