

## **DOG FOSTER PLACEMENT (DFP) TEAM LEAD JOB DESCRIPTION**

### **Position Overview:**

The DF Placement (DFP) Team Lead manages a team comprised of a DFP Team Rescue Lead (DFPR), who manages the DFP Team's rescue component, 3-5 DFP Team Coordinators (DFPCs), and other DFP Team volunteers who handle discrete tasks. The DFP Team is responsible for the intake of dogs into the Dog Foster (DF) Program. This includes responding to rescue requests, posting foster/sitter pleas, matching dogs with the appropriate fosters, and coordinating rescue transports and handoffs to fosters. The DFP Team also facilitates all transfers of dogs in the DF Program, including handling requests to return or move a foster dog and sitter requests.

This position is primarily responsible for handling foster dog intakes and handoffs to foster parents, recruiting foster parents, and DFP Team management, as more particularly described below. It is a detail-oriented, on-site position.

### **Responsibilities:**

- Handling foster dog intakes and handoffs to foster parents. This includes:
  - Ensuring that foster dogs and their medical records, if any, are entered in Shelterluv (and entering them if necessary).
  - Setting up crates or kennels, which could include cleaning ISO kennels and setting up recovery kennels in the Clinic, if needed.
  - Unloading incoming dogs, bringing them to their crates or kennels, and ensuring that they have access to food and water.
  - Ensuring that dogs are fitted with the appropriate collar.
  - Ensuring that dogs receive their intake exams.
  - Arranging foster parent pick up, sending the Foster Pick Up Email, and answering any questions related thereto.
  - Ensuring that each foster parent receives any necessary Medical Consult or Behavior Consult prior to handoff.
  - Bringing the intaked foster out to the foster parent upon arrival, together with all necessary supplies (e.g., medicines).
  - Educating the foster parent on the foster process at hand-off, including covering our most important dos and don'ts, passing on/emailing any applicable handouts, and having the foster parent sign any necessary documents (e.g., the Distemper Agreement).
  - Handling animals that may have parasites or contagious diseases, taking the proper precautions to prevent the spread of disease, and educating fosters thereon.
  - Ensuring a DFP Team presence for all foster dog intakes and handoffs to foster parents if you are not physically present.

- Coordinating with the Intake Coordinator, the Behavior Team, the Medical Team, and rescue partners to maximize placement of dogs in foster, with a special emphasis on big dogs, behavior dogs, and medical dogs.
- Recruiting and training foster parents, which a special emphasis on behavioral and medical specialized fosters. This will include:
  - o Committing 15 hours per week to the recruitment effort, either through you or your DFP Assistant Lead.
  - o Developing and implementing new initiatives to recruit new fosters.
  - o Attending adoption sites and events to speak to prospective fosters in person about fostering.
  - o Preparing and giving presentations on fostering to prospective fosters.
  - o Developing and implementing trainings and continuing education for existing fosters, such as:
    - Open houses;
    - Lectures;
    - Videos; and
    - Microlearning/eLearning tools.
- Managing the DFP Team:
  - o Recruiting, training, and scheduling DFP volunteers to cover the dog-foster-pleas@ email.
  - o Ensuring adequate coverage of the dog-foster-pleas@ email and filling in as necessary if there is a lapse in coverage.
  - o Advising DFP volunteers on all placement-related activities.
  - o Assisting DFP volunteers, as needed, with their responsibilities, including drafting and managing pleas, matching foster parents with foster dogs, and maintaining DFP spreadsheets and databases.
  - o Ensuring DFP volunteers comply with all DFP Team protocols.
- Covering the dfp-lead@ email.
- Updating DFP spreadsheets and databases, Dog Foster (DF) Team spreadsheets, and Shelterluv with placement-related information.

**Required Qualifications & Experience:**

Dog handling experience. Management experience or other experience related to supervising staff/volunteers and/or project management. Knowledge of dog fostering. Attention to detail and superior organization skills. Ability to communicate effectively orally and in writing. Internet, email, and phone access. Proficiency with the Google suite (Gmail, Google Docs, Google Spreadsheets, Google Drive, Google Groups). Positive, team-oriented, supportive attitude. Ability to take direction. Ability to problem solve.

**Preferred Qualifications & Experience:**

Experience as a foster parent and basic dog knowledge.

**Hours and Compensation:**

This is a full time (at least 40 hours per week), hourly position that will require 25-40 hours per week at our Town Lake Animal Center shelter (TLAC), with up to 15 hours of the 40 hours per week working on foster recruitment primarily at adoption sites and events. Salary upon request; benefits are included. The DFP

Team Lead must be physically present at TLAC, or ensure a DFP Team presence, for all foster dog intakes and handoffs to foster parents. Salary upon request; benefits are included.

**Supervisor:** Dog Foster Manager

Please submit your resume, cover letter, and salary requirements to [dog-foster-manager@austinpetsalive.org](mailto:dog-foster-manager@austinpetsalive.org).