



Friends of Oakland Animal Services

Job Title:	Dog Foster Program Assistant
General Purpose:	<p>Under general supervision, the Dog Foster Program Assistant works in close collaboration with the two Dog Foster Program Coordinators to support a foster program for primarily large dogs and puppies from Oakland Animal Services (OAS).</p> <p>With typically over 50% of OAS dogs in foster care, the Dog Foster Program Assistant will play an important role in getting dogs out of the shelter and supporting the volunteers who foster them. Since OAS launched the foster program in 2020, it has helped OAS increase the live release rate for dogs from 84% in 2020 to over 94% today.</p> <p>The ideal candidate will be highly organized, flexible and able to work well in a fast-paced team environment. The schedule will include some evening and weekend hours.</p> <p>Through support from Friends of Oakland Animal Services (FOAS), OAS has created an Outcome Team, made up of the Foster, Adoption, Transfer and Behavior Coordinators, as well as a Dog Playgroup Coordinator, to focus on placing animals and reducing length of stay.</p>
About FOAS:	<p>Friends of Oakland Animal Services (FOAS): Our mission is to provide homes, health, and happiness to Oakland's animals in need. Since our founding in 2005, our primary focus has been to fund programs and activities at Oakland Animal Services that improve services to the people and animals of Oakland beyond the typical expectations of a municipal, open admission shelter.</p> <p>The Dog Foster Program Assistant is a FOAS employee who works at Oakland Animal Services in coordination with OAS (City) staff.</p>
Location:	<p>Oakland Animal Services 1101 29th Ave Oakland, CA 94601</p>
Job Classification:	Full-time, hourly, non-exempt position
Reports to:	<p>FOAS Executive Director, or designee, for employment matters OAS Director or their designee for daily job operational needs</p>
To Apply:	Please email resume and cover letter to info@oaklandsanimals.org
Job Description	
<p>Job Duties and Responsibilities</p> <ul style="list-style-type: none"> • Serve in a support role to the Dog Foster Coordinators in all aspects of program implementation • Support Foster Coordinators with foster volunteer recruitment • Assist with foster open house events, including following up on inquiries from potential foster volunteers • Assist with promotions for dogs who need foster homes, with photos, videos and bios as needed • Assist with dog-human and dog-dog introductions • Administer microchips and vaccinations for shelter dogs • Prepare dogs to leave for foster, including bathing, adding a harness or collar, etc. • Serve as on-site point of contact for foster volunteers picking up and returning dogs, picking up supplies and/or attending veterinary appointments 	

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- Provide fosters with all necessary supplies
- Keep foster supplies organized, by maintaining a sufficient inventory, restocking, preparing foster bags, etc.
- Handle returned foster supplies, including laundering beds, cleaning crates, etc.
- Coordinate and assist veterinary team with care for animals in the foster program
- Assist Foster Coordinators by checking incoming emails/texts and triage requests from foster volunteers
- Communicate with foster volunteers as requested to obtain photos, bios, feedback on behavior, etc.
- Monitor incoming communication feedback from foster volunteers regarding their foster dog and overall experience with the program
- Coordinate and assist foster volunteers who attend shelter adoption open hours, off-site adoptions and special events
- Coordinate and supervise volunteers assisting the foster program
- Assist with developing volunteer teams to support the foster program, including helping to define what the volunteers would help with, developing volunteer job descriptions, and training volunteers for those specific activities
- Support external communication by sharing images, video and stories highlighting foster program successes
- Other duties as assigned

Qualifications and Education Requirements

- Associates degree or equivalent from an accredited college or technical school
- Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications.
- One year of experience working or volunteering with an animal care, rescue, or shelter organization preferred
- Experience working with large dogs (handling, basic training, understanding/identifying behavior issues) preferred
- Valid Driver's License preferred

Required Knowledge, Skills and Abilities

- Commitment to the mission, goals and success of Oakland Animal Services
- Knowledge of basic animal health care, safe animal handling practices, and defensive handling practices for dogs
- Ability to establish and maintain effective and cooperative working relations with the public and other employees.
- Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic
- Ability to recognize symptoms of common animal diseases
- Ability to lift and handle dogs (including large breeds), lift and move supplies such as large dog crates, 50lb dog food bags

Working Conditions

- Primary work location in an animal shelter environment
- Exposure to loud noises in the kennel areas
- Potential for exposure to animal feces, blood, and zoonotic diseases
- Potential for exposure to animal bites and scratches



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- Must be able to work a flexible schedule which may include evenings and weekends
- Must be able to tolerate the emotional aspect of work in an animal shelter environment, including the use of euthanasia

Compensation

- \$23-26/hour, DOE; 13 select paid holidays, plus accrued vacation and sick time based on hours worked. Partial health benefits and 401k retirement plan also offered.