

JOB – FOSTER HOME COORDINATOR

- Receives volunteer to foster forms.
- Checks references
- Calls volunteer to discuss foster home duties and ability to use computer and upload photos.
- Goes over using yahoo groups and the website for binder and forms.
- Arranges for a home check for the foster home.
- Sends volunteer a foster contract.
- Maintains records for timely home checks and other information.
- Makes Surrender Coordinator aware of active and inactive foster homes.
- Makes self available to foster homes for questions and any other help needed.
- Makes certain all foster home records are complete and retained properly.
- As follows: All paperwork for five (5) years; Contracts, both surrender and adoption for ten (10) years
- Also registers microchips
- Maintains a rescue inventory as well as possible in a state wide rescue.