



Volunteer Position: Foster Logistics Coordinator

Goal of the position:

To assist the Taysia Blue Siberian Husky Rescue Foster team by managing the equipment, food and basic supplies needed by rescue dogs and their fosters.

Reports to:

- Foster Director and/or Foster Co-Director/Medical Director

Collaborates With:

- Foster Trainer
- Fosters
- In-Take Coordinator
- Food Distribution Team
- Preventive/Medication Distribution Team
- Other TBSHR volunteers as needed

Schedule and time commitment:

- Varies

Location of work:

- Home-administrative tasks, Foster homes in the Greater Omaha area

Core responsibilities:

- Manage inventory of kennels, leashes, other basic dog supplies
- Manage distribution of kennels, leashes and other basic dog supplies to fosters
- Meet fosters, foster trainer or coordinate pick-up/delivery of supplies for new fosters
- Coordinate pick-up/delivery of kennels, other dog supplies being returned to foster team
- Administrative tasks-update database records, etc.
- Able to coordinate and collaborate with members of the Foster team to ensure all fosters have necessary supplies
- Communicate with Foster Director if inventory is low or items need replacement

Qualifications:

- Completion of TBSHR Volunteer Orientation
- Completion of TBSHR Foster Training
- Valid driver's license
- Able to lift, load dog crates – up to or exceeding 40 pounds

Preferred Skills:

- Strong organizational skills
- Able to effectively communicate with team members
- Basic computer skills