



Adoption Center: 100 N. 2nd Street · Philadelphia, PA 19106 · 215-238-9901

Low-Cost Spay/Neuter and Wellness Clinic:

2900 Grays Ferry Ave · Philadelphia, PA 19146 · 215-298-9680

Northeast Adoption Center and Low-Cost Clinic:

1810 Grant Avenue · Philadelphia, PA 19115 · 215-545-9600

info@phillypaws.org · www.phillypaws.org

Job Description: Foster Care Intern (Unpaid)

The Foster Care Intern supports PAWS Foster Care Coordinators in their efforts to facilitate cat and dog foster placements. The intern interacts with current and potential foster parents on a regular basis and must strive to provide a positive experience for these individuals at all times. Organizational skills are a must, since the animals we send into foster care typically have detailed schedules for medical appointments, which are accompanied by a high volume of paperwork.

Duties include, but are not limited to:

- Answering phones, responding to voicemail, and replying to emails with a professional and pleasant attitude
- Helping to maintain and ensure accuracy of information on master spreadsheet used to track animals in foster care
- Following up with foster parents to ensure they adhere to their foster pets' vaccination and surgery schedules, and that they are promoting their foster pets for adoption appropriately, based on age and availability
- Posting adoptable pets to our website when foster parents submit descriptions and photographs
- Having a working knowledge of basic animal behavior and health, in order to problem solve with foster parents who encounter challenges or have questions
- Completing paperwork and computer file organization, including learning the software we use ("PetPoint") to maintain animal records
- Promoting a humane and caring attitude towards pets and treating all animals with compassion at all times, including those who are sick, injured, feral, or aggressive
- Following established procedures governing safe work practices
- Working cooperatively with staff and volunteers
- Other duties as assigned

Education and experience required:

High school diploma or equivalent required. Bachelor's Degree or some college preferred. Experience working or volunteering in an animal rescue, shelter, or veterinary practice preferred. Customer service experience preferred.

Specific job skills required:

- Ability to read, write, and understand English (other language proficiency a plus)
- Proficiency in Windows and Microsoft office
- Ability to communicate respectfully and patiently with a wide variety of audiences
- Maturity, good judgment, a professional appearance, and a calm, tactful demeanor

Direct Supervisor: Foster Care Manager

Time Commitment: 15/20 hours per week, 3 month period

To apply: Please email resume and cover letter to fosterintern@phillypaws.org.