



Volunteer Foster Coordinator

Part-time – AWLQ Ipswich Animal Rehoming Centre

Join us and make a difference!

Are you looking for a rewarding career? Animal Welfare League Queensland (AWLQ) is currently looking for a Part-time Volunteer and Foster Program Coordinator to join our Ipswich Animal Rehoming Centre! If you're passionate about making a direct impact on animal welfare, we'd love to talk to you.

How you'll impact our mission

At AWLQ, we're committed to creating a brighter future for animals in need and keeping pets and people together by providing lifesaving support and resources to people in need with companion animals.

About the role

AWLQ is contracted by the Ipswich City Council to manage the Ipswich Animal Rehoming Centre and provides service to the community and their pets.

The Volunteer and Foster Program Coordinator provides support, training and administration management of new and existing volunteers as well as being responsible foster program. The Foster Program is responsible for placing underage animals, animals requiring medical treatment or behaviour rehabilitation into foster homes. This program is essential to ensuring animals in need receive the care they require and can be adopted into loving new home

What are the minimum requirements for this position?

- 2+ years experience on a volunteer coordinator role that includes training, engagement and retention
- 3+ years experience in an administration role
- Certificate IV supporter programs or training
- Certificate III in Animal Studies or Vet Nursing
- Valid Blue card
- Knowledge and experience of volunteer legislation and WHS
- Understanding of animal shelter operations, or experience in a shelter
- Strong computer literacy across a range of software packages including Microsoft Office Suite, Practice Management Software and database and system management
- If successful, to provide a police check clearance

To be successful in this role, you will have:

- Excellent customer service experience
- Strong Interpersonal and Communication Skills across a diverse range of people
- Ability to manage your own time effectively and respectful of the time of others
- Experience working in a busy, fast paced environment, excellent at multi-tasking
- Versatility, flexibility and positivity
- Enjoy working in a close knit team

Who are we?

Founded in 1959, AWLQ has become a trusted leader in animal welfare. We provide a safe haven and second chance for close to 10,000 stray and homeless animals every year. To each one of these animals we welcome through our doors, a promise is made – to never euthanise a healthy, sociable, or treatable animal in our care. We work tirelessly every day to maintain this promise.

In addition to our shelter work, we are committed to keeping pets and people together by providing lifesaving support and resources to people in need with companion animals. We are known for our grassroots and innovative community-based animal welfare work including our community vet clinics, Getting to Zero, Golden Hearts Seniors' Support Program and the National Desexing Network.

Why should you join us?

At AWLQ we offer competitive pay and benefits, including access to an independent Employee Assistance Program, retail discounts, vet discounts. Most importantly, every day you'll play an instrumental role in our lifesaving work.

Our mission is to unleash the potential in every team, and we know that teams perform best when they have passion. We are committed to building a culture where everyone has the opportunity to do meaningful work and is recognised for their efforts.

Equity

Diversity and inclusion are the principles guiding how we build our teams, cultivate our leaders and build a culture of belonging where differences are valued

Join us and make a difference!

Are you looking for a rewarding career? We value our people and the skills, experience, passion, and engagement they bring to the Ipswich Rehoming Centre. If you're passionate about making a direct impact on animal welfare, we'd love to talk to you.

For more information please contact our HR Manager in confidence on 07 5509 9049 or if you're ready to apply, email your application to hr@awlqld.com.au or apply on [Seek](#)

AWLQ would like to thank all applicants for applying. Only shortlisted candidates will be contacted.