## Volunteer Job Description

**Title: Administrative Support – Kitten Foster Program**

**Reports to:** Fill in appropriately

**Purpose of Position:** Keep records and files updated and accurate

**Duties and Responsibilities:**

* Update database (Shelter Buddy)
* Update Kitten List given out to the public
* Update Ultimate Kitten List when kittens go out to foster and return for adoption
* Acquire alter dates and vaccination dates - update list
* Add/change vaccinations, alters, etc. as new information is received
* Make files for new foster families
* Maintain Google group by adding and removing members
* Other duties as assigned

**Qualifications:**

* Knowledge of Microsoft Word and Excel
* Knowledge of Shelter Buddy a plus

**Training Requirements:**

* 60 minutes with foster program manager

**Time Commitment:**

* 4 – 6 hours per week

**Volunteer Benefits:**

* Helping to save lives by decreasing euthanasia in our community
* Acquiring skills to add to your resume