**Volunteer Job Description**

**Title: Admissions Coordinator – Kitten Foster Program**

**Reports to:** Fill in appropriately

**Purpose of Position:** Select litters to come to the shelter for the foster program.

**Duties and Responsibilities:**

* Retrieve phone messages and return all calls within 48 hours
* Respond to online requests for admissions within 48 hours
* Determine if a litter of kittens should come in for admissions and make appropriate accommodations
* If a litter is not appropriate for the foster program, provide other resources
* Counsel public clients on how to become temporary foster parents (if appropriate)
* Educate public clients on kitten care or direct them to a vet for care (if appropriate)
* Communicate with foster program manager about candidates for admission
* Other duties as assigned

**Qualifications:**

* Knowledge of kitten foster care
* Knowledge of foster program and qualifications
* Good communicator who can stay calm under pressure
* Comfortable declining admission into the shelter

**Training Requirements:**

* 60 minutes with foster program manager

**Time Commitment:**

* 4 – 12 hours per week depending on call/email volume

**Volunteer Benefits:**

* Helping the community with resources
* Matching litters with the right family