**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** To be a liaison between the shelter hospital and foster parents and between mentors and foster parents.

**Duties and Responsibilities:**

* Run mentor program
* Recruit and maintain mentors
* Be on-call as back-up to mentor for medical emergencies
* Main contact for vet staff in regards to foster program
* Assign foster family to mentor if not done by the foster coordinator
* Fill “foster bags” with medical supplies for future fosters to take home with them

**Qualifications:**

* Minimum 2 years of experience as foster parent
* Experienced with different types of foster groups and/or circumstances
* Organized
* Willing to travel to foster homes and be on-call for phone calls

**Training Requirements:**

* General volunteer orientation

**Time Commitment:**

* 10-15 hours a week (depending on need)

**Volunteer Benefits:**

* Meeting wonderful people
* Making a difference in the community
* Educating new foster volunteers on kitten care