**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:**

Coordinate foster program and be point person for other volunteers who are assisting program.

**Duties and Responsibilities:**

* Act as mentor for assigned foster parents
* Keep foster guidelines up-to-date
* Attend meetings with key players in regards to foster program
* Distribute kitten list as needed
* Distribute excel list of foster parents to staff and volunteers as needed
* Answer e-mails within 24 hours, answer calls same day
* Schedule and manage staff and volunteer meetings and activities
* Plan and execute fundraisers to support the program
* Support and train other volunteers
* Key contact person for shelter staff
* Go into shelter 2-3 times a week to go through paperwork
* Help foster parents with difficult times and decisions (death, etc.)
* Create partnerships and work closely with shelters partners/rescues
* Track all kittens in foster system, including meds and death

**Qualifications:**

* Extensive kitten knowledge
* Organized and timely
* Personable
* Multitasking

**Training Requirements:**

* General volunteer orientation
* Fostered kittens for at least one year. Experienced with different types of foster groups and/or circumstances.

**Time Commitment:**

* 10-20 hours a week depending on need

**Benefits to Volunteer:**

* Meet wonderful people
* See lots of kittens
* Making a difference in the community
* Saving lives