**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** Screen new foster parents and train them to become great foster families. Set expectations of foster program and foster parents.

**Duties and Responsibilities:**

* Contact future foster parents and briefly discuss program
* Send Fostering Highs and Lows information sheet to potential foster parents before signing them up for training
* Execute foster training 1-2 hours per training
* Contact foster coordinator with new foster parents information

**Qualifications:**

* Extensive knowledge of shelter guidelines and foster guidelines
* Extensive knowledge of kittens and mother cats
* Sanitation knowledge and how to set up a proper foster room

**Training Requirements:**

* General volunteer orientation
* Watch someone trained give a foster orientation and then give your own while being shadowed by your trainer.

**Time Commitment:**

* 1-2 hours per training

**Benefits to Volunteer:**

* Meet wonderful people
* Know you are making a difference in the community