**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** Determine which litters would be appropriate 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 intake within 48 hours
* Determine if a litter should come in for intake and make appropriate accommodations
* If a litter is not appropriate for the foster program, provide other resources
* Counsel families on how to become a temporary foster home
* Counsel families on how to care for kittens or direct to a vet for care
* Communicate with foster program manager about candidates for intake
* Other duties as assigned

**Qualifications:**

* Knowledge of kitten foster care
* Knowledge of foster program and qualifications
* Good communicator who can stay calm under pressure
* Ability to say no

**Training Requirements:**

* 60 minutes with foster program manager

**Time Commitment:**

* 4 – 12 hours per week depending on call volume

**Benefits to Volunteer:**

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