**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** To be a liaison between hospital and foster families and between mentors and fosters

**Duties and Responsibilities:**

* Run mentor program
* Recruit and maintain mentors
* Be on-call as back-up to mentor for medical emergencies
* Lead contact for vet staff
* Initiate and execute 6-week vaccines in conjunction with vaccine coordinator
* Assign foster family to mentor
* Fill “baby bags” with medical supplies for future fosters to take home with them

**Qualifications:**

* Minimum 2 years foster parent experience
* Must be organized
* Must be willing to travel to foster homes, be on-call for phone calls

**Training Requirements:**

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

**Time Commitment:**

* 10-15 hours a week depending on need

**Benefits to Volunteer:**

* Meet wonderful people
* See lots of kittens
* Know you are making a difference in the community
* Educating new foster volunteers on kitten care