**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** Market kittens beyond the shelter for pre-adoption and adoption

**Duties and Responsibilities:**

* Develop and maintain relationship with offsite managers
* Maintain event box that goes out each time with brochures, donations tub, flyers, food, litter, clean bedding, etc.
* Coordinate kitten participation at events
* Staff Saturdays/Sundays with cats/kittens and adoption counselors
* Work closely with foster parents to facilitate offsite showings of their foster kittens
* Recruit and orient volunteers to show cats at offsite locations
* Fill in as needed at events, including set up and tear down
* Adoption counseling training

**Qualifications:**

* Multi-tasking skills, basic computer skills, access to large vehicle for supply and/or kitten transport
* Advanced kitten and shelter knowledge
* Excellent customer service skills; professionalism
* Ability to squat, bend, twist, lift, or stand for long periods of time

**Training Requirements:**

* General volunteer orientation
* Adoption counseling training
* 30 minutes of training with program manager

**Time Commitment:**

* 1-6 hours a week depending on need

**Benefits to Volunteer:**

* See kittens find forever homes