**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** Ensure all mother cats and kittens in care are up to date on vaccines, de-worming, and other preventative care treatments.

**Duties and Responsibilities:**

* Obtain preventative care list from the shelter at least once a week.
* Package and label vaccines weekly.
* Coordinate with mentors to ensure timely administration of vaccines and other preventative care treatments.
* Administer vaccines or other preventative care if a mentor cannot go to a home in a timely manner.
* Know the signs and symptoms of a vaccine reaction and appropriate next steps.
* Have reliable transportation.
* Other duties as assigned.

**Qualifications:**

* Knowledge of kitten foster care
* Knowledge of vaccines and reactions
* Good communicator

**Training Requirements:**

* 60 minutes with program manager

**Time Commitment:**

* 1-6 hours a week depending on need

**Benefits to Volunteer:**

* Knowing you are helping other volunteers be successful
* See a lot of kittens