**Volunteer Job Description**

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

**Reports to:** Fill-in appropriately

**Purpose of Position:**

Provide support to foster mentors and foster families by administering vaccinations, oral or topical medications, and subcutaneous fluids as directed

**Duties and Responsibilities:**

* Administer vaccinations in accordance to Your Organization’s guidelines
* Administer oral medications as directed
* Apply topical medication as directed
* Administer subcutaneous fluids to cats/kittens as directed
* Observe cats/kittens in foster care for signs of illness, and if appropriate, begin treatment following Your Organization’s medical protocols
* Communicate with mentor about visits where treatments were administered

**Qualifications:**

* Prefer previous experience administering vaccines or fluids to either animals or humans, but not necessary as training will be provided
* Organized
* Willing and able to travel to foster homes

**Training Requirements:**

* General volunteer orientation
* Foster training
* Attend quarterly mentor meetings
* Ability to demonstrate safe vaccination and handling techniques

**Time Commitment:**

* 2 hours per week (depending on need and time of year)

**Volunteer Benefits:**

* Meeting wonderful volunteers and working with Your Organization’s staff
* Making a difference in the community
* Educating new foster volunteers on kitten care
* Attending CE workshops and trainings put on for Your Organization’s staff and volunteers