**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, deworming, 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
* Work 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
* Willingness and ability to travel to foster homes
* Other duties as assigned

**Qualifications:**

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

**Training Requirements:**

* 60 minutes with program manager

**Time Commitment:**

* 1-6 hours a week (depending on need)

**Volunteer Benefits:**

* Knowing you are helping other volunteers be successful
* Working and interacting with kittens