**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:**

Coordinate foster program and be point person for other volunteers who are assisting the foster program.

**Duties and Responsibilities:**

* Update and maintain foster guidelines
* Distribute kitten list as needed
* Update Google sheet of foster parents
* Serve as the foster program point of contact
* Answer e-mails within 24 hours, answer calls same day
* Schedule and manage staff and volunteer meetings and activities
* Attend staff/volunteer meetings pertaining to foster program
* Plan and execute fundraisers to support the program
* Train and assist other program volunteers
* Support foster parents during difficult circumstances (like illness/death)
* Act as mentor for assigned foster parents
* Go into shelter 2-3 times a week to go through paperwork
* Create partnerships and work closely with shelter partners/rescues
* Track all foster program data

**Qualifications:**

* Extensive kitten knowledge
* Organized and timely
* Personable
* Proven ability to multi-task

**Training Requirements:**

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

**Time Commitment:**

* 10-20 hours a week depending on need

**Volunteer Benefits:**

* Meeting wonderful people
* Making a difference in the community
* Saving lives