**Volunteer Job Description**

**Title:** **Foster Mentor**

**Reports to:** Fill in appropriately

**Purpose of Position:** Provide support to foster families and serve as a liaison between foster parents and Your Organization’s foster coordinator.

**Duties and Responsibilities:**

* Learn and become proficient with giving sub-q fluids, vaccines, oral medications, eye medications, slurry and bottle feeding.
* Contact new foster parents and visit their home.
* Look at foster rooms to ensure they are set up according to program guidelines. Offer suggestions for improving foster room set up if needed.
* Ensure foster parents are providing and/or scheduling preventative care to their kittens on time and reporting all treatments via the Google Form.
* Ensure foster parents are submitting pictures and bios of their kittens to the Petfinder team in a timely manner.
* Field calls and emails from foster parents regarding their foster moms and kittens.
* Counsel foster families through difficult situations involving foster kittens, including illness and death.
* Attend quarterly mentor meetings to keep up on current policies and procedures.

**Qualifications:**

* At least one year of experience fostering kittens for Your Organization or another shelter/rescue
* Demonstrated knowledge of Your Organization’s foster program protocols
* Ability to give routine vaccinations, sub-q fluids, medications, and check on sick kittens
* Strong interpersonal skills
* Empathetic communication
* Ability to remain calm in stressful situations and to give others the benefit of the doubt
* Ability to travel to foster homes

**Training Requirements:**

* Foster training and mentor shadowing
* Mentor Training
* Adoption counselor training (not required but a bonus)

**Time Commitment:**

* About 2 hours per week (varies depending on the time of year)

**Volunteer Benefits:**

* Helping kittens find their forever homes
* Working with foster families and Your Organization’s staff
* Opportunities to attend workshops on cat related topics as offered by Your Organization
* Making a difference in the community
* Advanced volunteer opportunity