**Volunteer Job Description**

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

**Reports to:** Fill in appropriately

**Purpose of Position:** Screen new foster parents and train them to become great foster families.

**Duties and Responsibilities:**

* Contact future foster parents and briefly discuss program
* Send Fostering Highs and Lows information sheet to potential foster parents
* Send their contact information to the foster coordinator so she can locate a mentor for them
* Invite them to training
* Lead foster training (1-2 hours per training)
* Confirm who attended with foster coordinator

**Qualifications:**

* Extensive knowledge of shelter and foster program policies and protocols
* Extensive knowledge of kittens and mother cats
* Confident communicator

**Training Requirements:**

* General volunteer orientation
* Shadow a trained staff person or volunteer lead foster training
* Lead foster training while your trainer shadows you

**Time Commitment:**

* 1-2 hours per training

**Volunteer Benefits:**

* Meeting wonderful people
* Knowing you are making a difference in the community