



VOLUNTEER POSITION DESCRIPTION

ANIMAL CARE

TITLE:

Foster Care Assistant –AC-FCA

MAJOR OBJECTIVE:

Providing support to the foster care coordinator by assisting with clerical duties, weighing puppies and kittens, assisting with appointments, and other miscellaneous duties.

RESPONSIBILITIES:

1. Input information into the Shelter Buddy database (vaccinations, due out dates, updating animal and foster parent records, etc.)
2. Make phone calls to schedule foster parent pick-up and returns
3. Weighing kittens and puppies
4. Bottle feeding kittens and puppies while they await foster pick-up
5. Moving foster pets as needed
6. Setting up kennels for incoming fosters
7. Assist with recruitment of foster parents
8. Miscellaneous projects

QUALIFICATIONS:

1. Ability and desire to handle and work with kittens and puppies and the people who care for them.
2. Good communication and listening skills
3. Willingness to take initiative
4. Strong attention to detail
5. Computer savvy
6. Ability to work independently
7. Dedication to the philosophies of the pet adoption center
8. Minimum of 18 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Interview with the Volunteer Services manager or designee.

TIME AND PLACE:

Shifts available every day during center's hours of operation.

COMMITMENT:

Three hours per week for a minimum of six months.

SUPERVISION:

Direct supervision Foster Care Coordinator or Intake Supervisor, indirect supervision by the Volunteer Services manager

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!