

### Cat Foster Team Position Descriptions

#### **Cat Foster Screener**

APA! relies on fosters to help keep Austin No-Kill and we are lucky enough to have a very supportive community willing to open their homes to cats in need. Foster screeners have the important task of being the first direct contact with these potential fosters. The screener will be responsible for:

- Interviewing potential fosters to help make sure that foster animals are going to safe homes
- Informing potential fosters about the APA! foster program
- Helping new fosters get established

**Time Commitment:** Fluctuates based on application volume and availability. Foster screeners are asked to process at least 4 applications a week.

**Skills Required:** Experience fostering, knowledge of APA!'s neonatal and cat foster programs, strong communication skills, comfortable talking on the phone, knowledge of google groups and basic email skills. Training will be provided!

**Other Information:** Volunteer from home!

#### **Cat Foster Mentor**

Fostering can be an overwhelming process and we need someone to help guide and provide support to our invaluable cat fosters. The mentor will be responsible for:

- Check in with fosters to make sure the animal is doing well, remind them of vaccine, spay/neuter, and marketing needs (Kittens - every 2 weeks, Adults - every 4 weeks)
- Help guide the cat/kitten to being adoption ready
- Answer email inquiries from fosters

**Time Commitment:** Estimated to be about 4 hours/week during peak kitten season and 2 hours/week during the slower times

**Skills Required:** Experience fostering (not required, but preferred), email savvy, strong communication skills. Training will be provided!

**Other Information:** Volunteer from home!

#### **Cat Foster Plea Team Member**

**Position Description:** Foster homes are the key to saving cats on the euthanasia list and we need your help to match up foster homes with kitties in need. Are you ready to be that life-saving link in the No-Kill Mission?

**Volunteer duties include:**

- writing foster pleas,
- answering questions about cats in need,
- coordinating foster placements, and
- communicating with the Cat Foster Manager/Cat Foster Plea Team Lead.

**Time Commitment:** We are looking for volunteers to commit to a consistent day of the week. Time commitment will vary from week to week based on the number of cats in need.

**Skills Required:** Email-savvy with strong writing skills. Experience fostering would be beneficial, but not required. Training will be provided for writing fosterpleas and coordinating foster placements.

**Other Information:** Volunteer from home

**Cat Foster Placement Coordinator**

Austin Pets Alive! has one of the largest foster networks in the nation and it is integral in our life-saving work! One of the most important aspects of the Cat Foster Program is successfully matching cats in need with available foster homes and providing those foster homes with as much information initially to help them succeed. This position will be responsible for the placement of cats in need of foster, tracking those placements, and creating records for cats entering APA! through the Cat Foster Program. This is a remote position which requires strong communication skills (particularly utilizing gmail), strong working knowledge of google sheets, and a basic understanding of feline medical issues and behavior.