

### Cat Foster Vaccine Notification Team Volunteer Position

#### **DESCRIPTION**

With hundreds of cats and kittens in foster, it can be tricky to keep all of our fosters in the loop on when their kitties are due for vaccines. This team will help foster parents keep their cats current on vaccines through online communication. Work from home!

#### **WORKING RELATIONSHIPS**

This position reports to the Cat Foster Manager

#### **DUTIES AND RESPONSIBILITIES**

- Utilize ShelterLuv to check which cats and kittens are due for FVRCP vaccines
- Email Fosters to let them know about upcoming or overdue vaccines
- Update Cat Foster Tracking SpreadSheet with vaccines given and when fosters are contacted

#### **REQUIRED QUALIFICATIONS**

- Basic email skills
- Knowledge of Excel or Google Sheets
- Data skills
- Experience with Shelterluv (not required, but would be great!). Training will be provided!

#### **EXPECTATIONS**

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.

#### **TIME COMMITMENT**

Flexible Schedule, 2+ hours per week.

#### **LOCATION**

Offsite/Remote Position (telecommuting)

*Please note, all volunteer positions are unpaid and do not qualify for employee benefits.*