

Description & Details

Abbey Cats Adoptions is looking for a passionate and committed volunteer to provide support to our family of foster parents and help to screen new foster applicants.

Responsibilities:

- Develop relationships with new and existing foster homes
- Respond to all foster parent concerns as soon as possible
- Frequent check-ins with new foster parents and existing placements
- Consult with senior members of the ACA Team regularly
- Going through our Foster Parent spreadsheet to ensure that it is up to date.
- Reaching out to the Foster Parents to have them take pictures and bios of the kittens/cats in their possession.
- Sometimes a picture or bio needs to be updated so that this will refresh the order of our available kittens/cats.
- Arranging to exchange Foster Parent information with an approved Adopter to set up a mutually agreeable time for the kittens/cats to be picked up.
- Arranging a Zoom meeting with new prospective foster families.
- Checking in with approved fosters for their availability on taking on new kittens/cats joining our Cat Rescue.
- Following up with the fosters a few days after they have received their new fosters to see how things are going.

Qualifications:

- Good communications skills
- Organized and detail-oriented
- Knowledge of cat and kitten care preferred (will train) – perfect for someone taking vet tech courses
- Experience with MS Word, Excel, Google Docs
- Enthusiastic and passionate about the Abbey Cats mission

Time Commitment:

- Approximately 8-10 hours per week
- Long term commitment ideal, 6 months or more.

Benefits:

- Be an integral part of the ACA Team
- Save lives by helping to find forever homes for each Abbey Cat
- Volunteer from home (work is done predominately by phone and email)
- Training provided