



VOLUNTEER POSITION

Foster Onboarding Coordinator

Reports to: Foster Program Manager

Time Commitment:

This is a position that can be done from the comfort of your own home. The time commitment varies, but it should not exceed 5 hours per week. We are asking for a 6 month commitment of this position.

Duties:

- Reviews all foster applications within 24 hours
- Reply to all foster inquiries sent to foster inbox
- Follow up on applications with a 15 min phone call
- Update database with foster status and information
- Enter new foster cards into Trello.
- Ensures all paperwork is complete including:
 - Foster packet is sent and questions are answered
 - Foster contract is signed
 - Foster inspection form is complete and uploaded into Petestablished
- Introduce new foster to Foster Manager to tag their first foster animal

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Good communication skills
- Good at writing (or at least basic grammar and spell check) ;)
- Desire to assist our fosters and getting them set up and prepared to save lives!

Additional Information:

We have a lot of goals and plans for this year and are hoping that our foster base will grow! We are expecting our Foster Onboarding Coordinator to tend to all of these duties very diligently like any paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.