



Volunteer Job Description - Foster Department Assistant

Focus of the Job: The primary responsibility of the Foster Department Assistant is to help the Foster Care Coordinator with recurring weekly tasks including maintaining the foster storage room, packaging supplies, distributing supplies to original location, basic computer work, etc.

Reports to: Foster Care Coordinator, Senior Animal Care Manager, and Volunteer Supervisor.

Requirements:

- Orientation
- Shelter Training

Tasks:

- Organizing foster department items
- Sorting and packing foster supplies
- Recurring inventory of foster supplies
- Assisting the coordinator with any administrative work
- Any other department tasks as needed

Physical Requirements:

- Must be able to sit for up to 3 hours
- Must be able to carry at least 15lbs
- Must be able to stand for extended periods of time
- Must be able to bend down, twist, etc.

Work Environment:

- Office environment

Shift Rules:

- Kindly maintain a low volume in the office areas
- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff

Dress Code:

This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. If you decide to bring a sweater or long-sleeved shirt, it must be worn under your volunteer shirt.