



## **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, 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 push, pull, lift, and carry up to 40lbs
- Must be able to walk and stand for extended periods of time
- Must be able to bend down, reach, twist, kneel, bend, squat, 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.