

## Volunteer Role Description - Kitty Record Keeper

Our Kitty Record Keepers update & maintain CDPA online records of the foster cats and kittens while in our care.

CDPA is a registered charity dedicated to caring and improving the lives of cats and dogs in Ireland. Our volunteers collaborate with local communities to reduce animal suffering through our Trap-Neuter-Return, foster-rehoming and welfare programmes.

<b>Commitment required:</b>	6 months
<b>Minimum weekly commitment:</b>	4 hours
<b>Location:</b>	Online

### Role Description

- Carry out a weekly check in with fosterers via our online group
- Update CDPA records with information collected
- Send reminders to fosterers about vet appoi
  
- Share information with foster support to team to help them support fosterers one-on-one

### Desired Qualities

- Excellent communication skills
- Excellent organisational skills
- Highly computer literate

### Desired Experience

- Experience working with high volume of data & keeping accurate records is highly advantageous

### Other requirements

- Access to own computer

## As a CDPA volunteer you will benefit from

- Access to a strong, supportive community of animal rescuers throughout your volunteer journey with the CDPA
- A full induction, comprehensive training & ongoing support
- Experience of working in the Animal & Charity Sector

*CDPA is firmly committed to diversity in all areas of our work. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.*