

Volunteer Role Description - Foster Kitty Interview & Allocations

A hugely rewarding role, as a CDPA Foster Kitty Coordinator, you will help identify the best foster home for our incoming rescued kitties.

The Cats & Dog Protection Association of Ireland (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.

Commitment required:	6 months
Minimum weekly commitment:	6 hours (Monday-Friday)
Location:	Online

Role Description

- Review new foster applications and assist with interviews of potential fosterers
- Liaise with CDPA Kitty Rescue and Rehoming Teams about incoming foster cats and kittens
- Allocate cats and kittens to foster homes based on the fosterer's experience, suitability, availability, and ability to meet the kitties specific foster needs
- Collaborate closely with the Allocations team about Live List Cases and demonstrate a sense of urgency when allocating fosterers
- Review, update and maintain record of incoming cats/kittens and their allocated foster homes
- Foster Database Maintenance (through proactive contact)
- € Assist with processes, procedures & documentation

Desired Qualities

- Kind, caring, patient, reliable & dedicated
- Excellent communicator with strong team working skills
- Empathetic towards cats and other volunteers

Desired Experience

- Previous experience in an animal rescue is very advantageous

- Previous experience with cats / kittens especially as a pet owner or fosterer is very welcome
- Experience with collecting & recording data and drafting communications
- High computer literacy & experience with Excel or Smartsheet, Google apps and Facebook

Other Requirements

- Access to own computer

As a CDPA volunteer you will benefit from

- Access to a strong, supportive community of animal rescuers and carers 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.