

## Volunteer Role Description – New Foster Interviewer (on Interviews & Allocations Team – Cats & Kittens)

As a CDPA New Foster Interviewer team member, you will play a crucial role in identifying the best foster homes for our rescued kitties. Through virtual interviews, you will assess potential fosters to ensure a safe and suitable environment, making this a highly rewarding opportunity to impact the lives of rescued cats

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>	6 hours minimum
<b>Location:</b>	Virtual role (Online)

### Role Description

- Maintain an in-depth understanding of the varied types of rescued cats that come into CDPA's care and our foster home requirements.
- Review applications, reach out to prospective fosters, and conduct virtual interviews to assess suitability to foster cats/kittens in their home.
- During interview chat with fosters, understand their lifestyle, and ascertain if they meet our foster requirements.
- Ensure all foster applicants interviewed fully understand and commit to all CDPA Foster Rules.
- Offer advice on cat enrichment, care, and creating a loving, stress-free environment.
- If an applicant is deemed suitable follow up with next steps and all necessary documentation.
- Ensure any applicant deemed suitable commits in writing to all CDPA foster rules as laid out in the foster agreement, in other documentation provided to them and discussed at interview *before* they are approved and added to our list of approved fosters.
- Collaborate with Interviews & Allocations Team about particular foster type needs regularly to ensure we are prioritising applicants based on the needs of the Allocations team to meet the demand of fosters for certain kitty type cases.

## Desired Qualities

- Strong Communication Skills: Ability to engage with diverse individuals, via video calls, email and WhatsApp.
- Customer Service Experience (Preferred but not required): Helpful for interacting with potential fosters and developing a rapport.
- Organised & Process-Driven: Ability to follow structured procedures for the foster interview, communications and issuing of documentation.
- Data Management & Accuracy: Experience in maintaining records and handling administrative tasks.
- Tech-Savvy & Detail-Oriented: Proficient in computer and administrative skills.
- Passion for Animal Welfare: Committed to helping rescued animals find loving foster homes.

## Desired Experience

- Previous experience with cats or kittens, especially as a pet owner or fosterer, is very beneficial.
- Experience and knowledge of animal welfare and behavior an advantage.
- Experience with collecting and recording data and drafting communications.
- High computer literacy and experience with Outlook Email, WhatsApp and Excel **or** Smartsheet.
- Interviewing experience a distinct advantage.

## Other requirements

- Access to a personal computer.
- Proactive use of a mobile phone, including WhatsApp group chats and video calls.
- Availability for training sessions during evenings and weekends.

## 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, and 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.*