

Volunteer Role Description - Foster Kitty Allocations Role (on Interviews & Allocations Team)

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

The Cat & Dog Protection Association of Ireland (CDPA) is a registered charity dedicated to caring for 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
Location:	Virtual (Online)

Role Description

- Liaise with CDPA Kitty Rescue, Rehoming and Foster Support Teams about incoming cats and kittens that require a foster home
- Allocate cats and kittens to foster homes based on the fosterer's experience, suitability, availability, and ability to meet the kitties specific foster needs
- Sense of urgency when allocating is important but more important is quality of the foster home
- Collaborate closely within your team about Live List Cases
- Review, update, and maintain records of incoming cats and kittens and their allocated foster homes.
- Communicate with case owners and fosterers in a timely manner
- Foster Database Maintenance & Updates (through proactive contact)
- Assist with processes, procedures, and documentation

Desired Qualities

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

Desired Experience

- Previous experience in an animal rescue is very advantageous
- Previous experience with cats or kittens, especially as a pet owner or fosterer, is very welcome
- Experience with collecting and recording data and drafting communications
- High computer literacy and experience with Excel or Smartsheet, Outlook, and WhatsApp

Other Requirements

- Access to own computer necessary
- 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, I 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.