



# Cape Ann Animal Aid

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A N I M A L S H E L T E R

## **VOLUNTEER JOB DESCRIPTION** **COVID19 FOSTER**

**REPORTS TO:** Adoption Counselors, Community Outreach Coordinator

**POSITION FUNCTION:** Take animals into your home for approximately 2 weeks. Learn as much as possible about animal to help write bios and connect with potential adopters virtually to help conduct video meetings with your foster pet.

**TIME COMMITMENT & LOCATION:** Must commit to 2 week period.

Days 1-3: Interact with pet, help adjust to home, write bios and get pictures

Days 4-?: Virtual meetings with adopters, assisting in adoption hand off

### **CORE RESPONSIBILITIES:**

- Provide regular care including food, exercise, and lots of love!
- Spend 3 days helping cat/dog adjust to life in home; get to know personality and needs (friends and family can adopt during this week)
- Help write bios and gather pictures of cat/dog for online profiles
- Work with public adopters in days 4 and on by conducting video calls. Answer questions that the adopter has about the pet's personality and fit for home.
- Communicate supply needs to Community Outreach Coordinator (food, bedding, litter, toys, etc.)
- Bring animal to shelter for veterinary care if needed during the foster period (vaccine boosters, sick care, spay/neuter procedures, etc.)
- Promote your foster through social media posts (if foster uses social media) and sharing with friends and family

### **QUALIFICATIONS & REQUIREMENTS:**

- Must fill out foster application and be approved by CAAA staff
- Must have phone or computer with camera in order to conduct virtual meetings
- Ability to follow specific instructions from staff
- Enjoys engaging with CAAA staff and potential adopters
- Commitment to the philosophy of CAAA practices and policies
- Regular access to email to receive updates