



**PET ALLIANCE**  
of Greater Orlando

## **PET ALLIANCE OF GREATER ORLANDO VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Foster Care Volunteer

**SPECIAL CONDITIONS:** Must foster a minimum of one animal per month (if available). Care of animal(s) in the home is required.

**REPORTS TO:** Foster Care Coordinator and Shelter Manager

### **CUSTOMER SERVICE EXPECTATIONS:**

Every volunteer action performed impacts customer satisfaction, and this has a direct impact on the success of the Society. Providing excellent customer service to both internal and external customers is considered a critical part of being a volunteer.

### **FUNCTION:**

The Foster Volunteer provides a temporary home to potentially adoptable animal(s) including those that are underage, underweight, injured, sick, or in need of socialization.

### **RESPONSIBILITIES:**

Care of Foster Animals:

- Feed, socialize, clean, groom, train, exercise, and medicate (if necessary) the animal(s) sheltered at the home of the foster parent
- Ensure the safety of all foster animals under the foster volunteer's care. Separate foster pet(s) from household pet(s) if required.
- Monitor the health and well-being of foster animals in your care and immediately report any concerns to the appropriate foster coordinator or shelter manager
- Provide transportation for the foster animals to and from the shelter for vaccines, vet checks, evaluations, etc.

Other:

- Keep all related work areas clean and in good order, including the Volunteer Den
- Maintain dress code and proper attitude always
- Perform other duties as assigned to meet the needs of the organization

### **QUALIFICATIONS:**

- Minimum age of 13 with active parental participation and approval
- If the Foster Volunteer is under 18, a parent or guardian must be present at orientation and must be the one to initially check out the animal(s), and transport the animal(s) to and from the shelter

### **KNOWLEDGE, SKILLS, AND ABILITY:**

- Highly motivated toward the welfare and humane treatment of all animals
- High level reading, writing, spelling and communication skills in English
- Ability to communicate effectively with the public and staff
- Agreement to support Pet Alliance of Greater Orlando policies and procedures

### **PHYSICAL AND MENTAL DEMANDS:**

- Safely handling animals in a foster care environment requires average vision, hearing, steadiness of hands/body, quick reflexes and mental alertness.



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- The physical demands of this position may also require standing, walking and bending for extended periods of time'. Lifting requirements may exceed 25 pounds

**WORKING CONDITIONS:**

- Most work is performed in the Foster Volunteer's own home. When visiting the shelter areas of the Pet Alliance of Greater Orlando, understand it is an open, adequately ventilated, but somewhat noisy environment. In addition, the kennels are subject to extremely warm temperatures during the summer months.

**This list of essential functions is not intended to be exhaustive. Pet Alliance of Greater Orlando reserves the right to revise this position description as needed to comply with actual position requirements.**

*Pet Alliance of Greater Orlando is an equal-opportunity employer, a drug-free workplace and compliant with ADA accommodations. Regardless of race, color, marital status, sex, sexual orientation, gender identity, genetic information, age, religion, national origin, disability, veteran's status, military leave, or other characteristics protected by applicable federal, state, or local law, Pet Alliance of Greater Orlando affords equal opportunity to all qualified Employees, Volunteers and applicants. We stand together in our dedication to the well-being of animals and pet owners, embracing their diversity as well.*