

# Volunteer Opportunities

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## **Kitten Foster Program Manager**

**Contact:** Molly Stretten  
1150 N. Victory Place  
Burbank, CA 91502  
**818-406-3218**

**About:** Created as an alternative to euthanasia during kitten season, this highly successful program has been in existence since 2001 and has fostered hundreds of kittens. Our foster parents provide shelter, attention and affection to the kittens until they are healthy, well socialized and ready for adoption. Kittens relinquished to the Burbank Animal Shelter that are under eight weeks of age are immediately placed in the foster program. In addition, a select group of foster parents care for and tame feral kittens brought to the shelter.

**Duties:** The Kitten Foster Program Manager will report directly to the VBAS Board and will be responsible for the following duties:

- Oversees all aspects of the Kitten Foster Program and the duties of the Volunteer Recruiter, Placement Coordinator, Medical Appointment Coordinator and Adoption Coordinator.
- Works with VBAS Treasurer to organize fundraising efforts.
- Works with VBAS PR Director to organize marketing efforts.
- Conducts in-home foster parent visits.
- Must be available for emergency vet appointments.

**Qualifications:** This volunteer opportunity requires previous experience in kitten care. Knowledge in Microsoft Word and Excel is also required. Organized and detail oriented volunteer preferred.

**Typical** 15-20 hours per week