

CAT FOSTER MENTOR LEAD

DESCRIPTION

The basic function of the Cat Foster Mentor Lead is to manage Cat Foster Mentors and provide support to foster parents.

WORKING RELATIONSHIPS

The Cat Foster Mentor Lead reports to the Cat Foster Manager. Duties may differ slightly from this Job Description; all duties are outlined by the Cat Foster Manager.

The Cat Foster Mentor Lead manages Cat Foster Mentors.

DUTIES AND RESPONSIBILITIES

- Recruit, train, and manage Cat Foster Mentors.
- Ensure mentors are responding to foster parents in a timely manner.
- Provide support for foster parents with questions about their mentor.
- Run weekly reports about overdue fosters and distribute this information to Overdue Foster Lead, Cat Foster Manager, and Cat Foster Mentors.
- Communicate with Cat Foster Manager on any issues that need to be addressed with fosters and cats.

EXPECTATIONS

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.