



## Foster Home Services Liaison (FHSL)

### Description

This position is a virtual volunteer role acting as the liaison between foster homes (Guardian Angels) that are currently caring for a Military Service Member's (MSM) pet(s) and the state or national level Foster Home Coordinator (FHC). Help our organization recruit potential foster homes, other volunteers to assist with the foster home coordination effort and promoting our mission.

### Responsibilities

- Maintain contact with the FH during the time the pet is being fostered and assist with any questions and/or any issues that may arise during the foster term. This may be done via email on a regular basis, which may be monthly or every other month. It is important to our organization and our clients (MSM) that we keep the line of communication open with the FH. If a problem arises during the foster term please advise the Foster Home Coordinator, if assistance is needed, so we can help.
- Prepare "Monthly Activity Report" for your area of responsibility summarizing assigned Guardian Angels, dates of contact, any issues reported, reunions, and other activities performed on behalf of Guardian Angels for Soldier's Pet.
- Prepare the "Volunteer Time Reporting" document for recording your time during a month and submit to either the state director or the National Coordination Director (no state director or FH Coordinator in place).
- Assist Guardian Angels for Soldier's Pet in promoting the Organization (Who We Are-What We-Do-How We Do It) to those you know or feel would be interested in what we do (individuals, other groups/organizations, businesses, etc.)
- This position reports to a **state or national Foster Home Coordinator** or the Organization's designated representative.

### Skills

- A passion to help our military service members, veterans, and their beloved pets plus work with other people who share this passion
- Be a self-starter, has excellent organizational, interpersonal, and management skills, plus able to work independently and as a "team" player.
- Understand, follow, and adhere with the Organization's mission, purpose, operating procedures, and organizational policies/guidelines.
- Comfortable using and access to MS office (such as Word, Excel), communicate via the internet, phone calls, and email.
- Previous volunteer nonprofit managerial and animal related experience helpful
- Able to commit at least 1 year in this position
- **Estimated Time Per Month:** averaging 15-20 hours