



Foster Home Interviewer

Description

This position is primarily responsible for interviewing potential Foster Home caregivers within their state or designated area within their state, promoting Guardian Angels for Soldier's Pet mission under the direction of either the assigned Foster Home Coordinator or State Director, or the National Coordination Director.

Responsibilities

- Schedule a meeting with the potential foster home (all residents of the home should be at this meeting) to perform a Foster Home interview.
- Send the prepared and signed Foster Home Interview document to their assigned Foster Home Coordinator or State Director and the National office.
- Schedule foster home follow up reviews on a monthly basis.
- Maintain a list of potential foster homes and foster homes actually fostering pets through our Foster Home program in their area.
- Maintain a time sheet to properly record their volunteer time for this position
- Submit the Volunteer's time sheet to their State Director or the National Coordination Director (no State Director in place) at the end of each month (by the 10th day after the end of the month).
- Assist the assigned Foster Home Coordinator or State Director as part of the liaison team between the military service member and the agreed to Foster Home caregiver for his/her pet(s).
- Assist the assigned Foster Home Coordinator or State Director and/or participate in any organization events being held in your area/state where you are able to participate.
- Assist the assigned Foster Home Coordinator or State Director to recruit potential foster home caregivers within their state and promote Guardian Angels for Soldier's Pet mission.

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 to the Organization's mission, purpose, operating procedures, and organizational policies and 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 experience helpful
- Able to commit at least 1 year in this position
- Estimated Time Per Month: averaging 10-15 hours