



## Team Role Descriptions

Drafts to be Adapted as Needed

Teams will be made up of a number of roles, one of which is the foster team coordinator/leader. A person can take on more than 1 role if they would like to. In fact, we think the ideal foster team is likely made up of around 4 to 5 people. For example, the bio writer can also be the event handler. The roles are as follows:

1. **Foster team coordinator:** this person is in charge of organizing their own team, acting as the point person for all communication between members of team and the staff at your organization, managing any conflict within the team if it occurs, and ultimately act as a "team leader." One volunteer will serve as the foster team coordinator. The coordinator should also keep track of medical, behavioral pet needs, and vet appointments for each pet managed by the team. Another key role for the foster team coordinator is to oversee event coordination. This involves coordinating with organization to make sure a pet can attend an event, arranging transportation with the transport specialist, and providing an event attendant; the coordinator also needs to be sure the information about the pet is available for use at the event (whether the pet is available for foster vs. adoption, age, health condition, interactions with other people and pets, etc.). Finally, this person handles all things related to adoption; this includes answering inquiries, scheduling visits, doing adoption paperwork and coordinating with staff and volunteers.
2. **Foster caregiver/s:** care for and house the pet(s); pets can be cared for by 1 foster caregiver or shared/traded between two different caregivers.
3. **Reserve caregiver/s:** There should always be at least one reserve caregiver per team. This person serves as a backup in case someone needs to go out of town, needs a break, gets sick or has extenuating circumstances to attend to.
4. **Transport specialist:** responsible for transporting the pet to and from adoption events, medical appointments, meet and greets and medical appointments. May need to pick up and deliver medications. For a role such as this, it may even be helpful to have 2 people (a primary and a backup).
5. **Bio writer:** writes and updates bios as needed (and provides bios to staff for social media and promotion); communicates with foster caregiver to learn about pet and gain updates that might affect bio.



6. **Photographer:** takes exceptional photos of the pet, provides photos to staff and volunteers for social media and promotion. Communicates with foster caregiver to take additional photos or videos to help showcase the pet and find them a home.
7. **Event attendant:** Attends adoption events and communicates with prospective adopters. Coordinates with foster team coordinator to be sure he/she has all the necessary information for an event. For a role such as this, it may even be helpful to have 2 people (a primary and a backup) to ensure that events are fully covered.
8. **Publicity/Social Media:** publicizes the pet on social media, sharing engaging stories about the pet and encouraging adoption. Posts flyers/ads at local stores and coffee shops. It can be helpful to have several publicity volunteers.

