



Adoption Assistant:

Job Objective: To assist adoption counselors with the promotion of successful animal adoptions by connecting potential adopters to appropriate animals.

Responsible to: Volunteer Coordinator and Adoptions Manager

- Lea Ann Gross

Job Description:

Responsibilities include:

- Interact with potential adopters to learn about and discuss their expectations regarding behavior, needs, energy level, etc. of a new pet
- Answer general questions about adoption procedures and animal care
- Assist patrons in selecting an appropriate pet for their home and family
- Direct potential adopters to internal resources, such as the Dog Information Board, that will help them pick out an appropriate animal
- Show (allow the potential adopter and animal to interact) animals to patrons at the direction of an adoption counselor

Training Required:

- General orientation
- Application process
- Adoptions assistant training

Qualifications: Volunteer must have the ability to interact with the public in a courteous and respectful manner, even under stressful situations. He/she must also have the ability to communicate will and follow directives with minimal supervision. He/she must have experience working with or living with animals. The volunteer will work with citizens from inception through the conclusion of the adoption process.

Days and hours needed:

- Monday & Tuesday 12-6 pm
- Thursday & Friday 12- 6 pm
- Saturday & Sunday 12- 4 pm

Time commitment: minimum of 8 hours per month to remain active.