



ASSISTING ADOPTION COUNSELOR

There is mandatory orientation for all volunteers. You must be 18 years of age.

Major Objective: Assist the Adoption Counselors with the adoption of dogs and cats that will compliment the family and animals lifestyle.

Responsibilities:

- Escort clients through the adoption areas
- With Adoption Counselor escort families to a meeting area with an animal where you can discuss specific or general behavior issues.
- Help answer any questions the client may have regarding the animal by reading notes in our database about the animal.
- Assist customer with paperwork and the adoption process.
- Take animal to owner upon completion of clerical paper work (RECEIPT) from front counter.
- Ability to communicate orally and written.
- Socialize and exercise adoptable animals.
- Maintain sanitary kennel environments by continuously practicing good disease control protocol.
- Must enjoy working directly and indirectly with animals and people.

Training:

- Complete Volunteer Application
- Interview with Volunteer Coordinator
- Attend Volunteer Orientation
- Attend Adoption Counseling Training
- Attend Kennel Assistant Training
- Dog Handling Class

Commitment:

- Volunteer a minimum of 8 hours a month participate in the program for one year, read and follows SOP, always checks in and out on the sign in sheet.

Supervision

- Direct supervision by Volunteer Coordinator, Indirect supervision by Animal Adoption Supervisor.