



Greeter

See Notes on Front Office Greeter

There is mandatory orientation for all volunteers.

Major Objective: Represent the Department of Animal Service by responding to inquiries and requests for help. Guide our visitors to the appropriate cat/dog kennels, clinic, lost pet desk, and other areas of the shelter.

Responsibilities:

- Great customer service skills.
- Courtesy reminder phone calls to clients scheduled for an appointment to clinic.
- General office duties including but not limited to: filing, typing, mailing, answering telephones,
- Animal handling skills.

Training:

- Complete Volunteer Application
- Interview with Volunteer Coordinator
- Attend Volunteer Orientation

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 department supervisor and/or volunteer coordinator.