



JOB POSTING

POSTING DATE: 04.22.2024

POSITION: ADOPTION LEAD

CLOSING DATE: OPEN UNTIL FILLED

STATUS: FULL TIME/HOURLY

REQUIRED EXPERIENCE: 6 Months to 1 Year in Adoption Counselor role or similar

BASE PAY: \$15.25/HR

REQUIRED EDUCATION: TRAINING AND WORK EXPERIENCE IN AN ANIMAL CARE FACILITY OR HIGH SCHOOL DIPLOMA OR GED

JOB DESCRIPTION

The qualified candidate will provide basic technical support to the adoption operations, guide Adoption Counselors, and train new Adoption Team staff how to safely and properly meet our standard adoption program and procedures. This position will be under the direct supervision of the Adoption Supervisor.

Principal Duties and Responsibilities:

- Responsible for training new staff how to safely and properly support our adoption program and meet our standard animal care.
- Ensures all daily goals and required activities are completed, and will delegate as needed.
- Works collaboratively with all departments and adoption counselors to achieve successful adoption placement of the animals we serve.
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful, and tactful manner.
- Responsible for ensuring the comfort, safety and well-being of all shelter animals.
- Evaluate, support, and make decisions in regards to adoption applications including approving and denying applications according to our organization's standards and adoption requirements.
- Provide advice on responsible pet ownership and discuss adopted animal possible behaviors according to decompression and new daily routines.
- Monitors supply needs and alerts Supervisors on items needed.
- Monitors equipment for proper operation (computers, tag machine, etc.).
- Maintain clean, orderly and sanitized work areas on a regular basis
- Ability to learn and adhere to use of documentation specific to the department.
- Recognizes and reinforces Adoption Counselors displaying work behaviors supporting our mission.
- Ability to make correct monetary change, follow accounting procedures and operate POS efficiently.
- Proficient office skills: word processing, computer, internet, copier/printer, /fax machine, and able to answer telephones in a courteous and non-judgmental manner.
- Provides holiday and weekend coverage as required.
- Performs other duties as required to insure a helpful public image and to improve the functioning of this organization as assigned by Leadership.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
- All other duties assigned.

Additional Duties and Responsibilities:

- Assist with fundraising activities and special events as needed.
- Instruct and work collaboratively with volunteers.

Minimum Knowledge and Skills Required by the Job:

- Work requires the analytical skills to gather and interpret data in job related and in-home scenarios.

Physical Requirements of the Job:

- Must stand, walk, bend and stoop to perform duties.
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- Ability to lift 50lbs.
- Will be expected to work weekends, holidays, and off hours.
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human.
- Potential for exposure to zoonotic diseases and animal bites and scratches while handling animals.
- Exposure to high noise levels, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander.

Additional Attributes:

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
- Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules.
- Must report safety violations and potential safety violations to appropriate supervisory or management personnel.
- Must have reliable transportation.

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