



JOB POSTING

POSTING DATE: 04.22.2024 **POSITION:** ASSISTANT ADOPTION SUPERVISOR

CLOSING DATE: OPEN UNTIL FILLED **STATUS:** FULL TIME/HOURLY

REQUIRED EXPERIENCE: 6 months to 1 year management **BASE PAY:** DOE

REQUIRED EDUCATION: High School Diploma or GED; some college or bachelor's degree preferred

JOB DESCRIPTION

This position will be under the direct supervision of the Adoption Supervisor. The Assistant Adoption Supervisor is responsible for assisting with the management of all adoption counselors and operations of the front lobby and adoptions program.

Principal Duties and Responsibilities:

- Assist in ensuring adoption staff prepare, set up and maintain all adoption related tasks.
- Assist in ensuring all adoption staff are trained and maintain a high level of customer service to include conflict resolution.
- Ensure all guests are greeted.
- Maintain a tidy and presentable front desk.
- Answer incoming calls and redirect the caller or take a message.
- Notify supervisor of supply and merchandise needs and orders accordingly.
- Maintain inventory and ensures merchandise is displayed and stocked accurately.
- Provide accurate information and friendly professional service.
- Coordinate offsite adoption events.
- Utilize current animal data management system to input information about adopted pets.
- Assist implementing training of processes and procedures for new and existing staff.
- Assist with fundraising activities and special events as needed.
- Work closely with other departments to fulfil the mission of the SAHS.
- Perform opening and closing responsibilities to include auditing the register.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
- Proficient office skills: word processing, computer, internet, copier/printer, /fax machine, and able to answer telephones in a courteous and non-judgmental manner.
- Other duties as assigned.

Additional Duties and Responsibilities

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Stay up to date on current best practices for pet adoptions in animal welfare.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
- Must have reliable transportation.

Minimum Knowledge and Skills Required by the Job:

- Work requires the analytical skills to gather and interpret data in job related situations.
- Position requires 6 months to 1 year previous supervisor experience.

Physical Requirements of the Job:

- Must stand, walk, bend and stoop to perform duties.
 - Must have the ability to perform prolonged physical activity.
 - Must be able to stand for 8 hours.
 - Ability to lift 50lbs.
 - Will be expected to work weekends, holidays, and off hours on occasion.
 - Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human.
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- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels when in kennel area, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.
- Potential for animal bites and scratches while handling animals.
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander.

Apply online at www.sahumane.org/employment