



VOLUNTEER POSITION DESCRIPTION ADOPTIONS

TITLE:

Adoption Counselor Assistant – Offsite Events AD-OFFE

MAJOR OBJECTIVE:

1. To educate the public about responsible pet ownership.
2. To supervise animals who are featured at off-site events.
3. To represent the Mary S. Roberts Pet Adoption Center to the community.
4. After training, to aid in placing the animals in appropriate homes.

RESPONSIBILITIES:

1. To assist the counselors at the site to load/unload the animals and equipment at the site.
2. Provide direct care to the animals (cats and dogs at the site, maintain clean kennels and provide pets with clean water, bedding and litter box. All supplies are provided for you.
3. To inform the public about the Mary S. Roberts Pet Adoption Center by providing general information about the hours of operation, locations, fees, volunteer processed.
4. To educate the public about responsible pet ownership.
5. Offer literature to patrons.
6. Take dogs outside for elimination and exercise purposes.
7. To refer the public to the Adoption Counselor in order to facilitate an adoption.

QUALIFICATIONS:

1. Ability and willingness to assist with loading and unloading of equipment and animals.
2. Good communication and listening skills.
3. A desire to work with the public.
4. Good working knowledge of the Center's policies and procedures.
5. Ability to lift 50 pounds, and to maintain and handle leashed or kenneled animals
6. Dedication to the philosophies of the pet adoption center.
7. Minimum 18 years of age.

TRAINING:

1. Attend MSRPAC's volunteer general informational session

TIME AND PLACE:

Upon request, most offsite events are scheduled for Saturdays and Sundays

COMMITMENT:

Minimum of six month commitment to the center

SUPERVISION:

Direct supervision by the Adoption Counselor or Director of Operations Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!