



VOLUNTEER JOB POSTING

POSTING DATE: 10/29/2018

POSITION / DEPARTMENT: Admissions Greeter

LOCATION: SPCA Main Shelter

COMMITMENT: High, Same day and time each week

END DATE: Until filled

JOB DESCRIPTION

Admissions greeter acts as the 'face' of the SPCA. Assists Admissions staff with guest flow, answers incoming phone calls and guest questions.

Principle Duties and Responsibilities

- Welcoming guests to the organization, determining their needs and directing them to the proper department.
- Assists guests who are attempting to locate their lost pet, explain and clarify paperwork and guide clients through stray animal area(s).
- Monitors the inventory of animal carriers and coinciding accessories.
- Answers phone calls and directs calls to the proper departments.
- Monitor and control traffic flow by documenting guest's information and reason for their visit.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- Volunteers will need excellent customer service skills.
- Volunteers must be comfortable working with the public in high traffic areas.
- Willingness to work with staff and volunteers.

How to Apply

Please email Amy Jaworski, Director of Admissions, at ajaworski@yoursPCA.org.