



JOB POSTING NOTICE

POSITION: ADMISSIONS COUNSELOR and ADOPTIONS COUNSELOR
DEPARTMENT: ADMISSIONS and ADOPTIONS
REPORTS TO: DIRECTOR OF ADMISSIONS and ADOPTIONS SUPERVISOR
STATUS: PART TIME REGULAR, 20 HOURS/WK.
DATE: JANUARY 10, 2019

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

This part time regular position consists of 12 hours as an admissions counselor and 8 hours as an adoptions counselor. This position will assist the public with the adoption or admission of animals in the SPCA shelter. Responsible for scheduling and processing intake appointments. Interacts with customers interested in adopting a pet, screens potential adopters, explains organization policy and procedures and provides general information to the public in person and by phone. Ensures that both animal adoptions and admissions are completed efficiently and in accordance with shelter policy. Enters information into the shelter's computer database, collects adoptions/admission fees and donations. Works closely with: department volunteers, cat room and dog kennel volunteers, infirmary and animal care staff. Provides excellent customer service at all times.

The candidate will collaboratively perform duties with great attention to detail and have good customer service skills. This people-friendly person will be skilled on computers and be adaptable to change.

The successful candidate will possess the following competencies:

1. Customer Service Skills
2. Communication Skills
3. Demonstrate Patience
4. Problem Solving Skills

If you are interested in this position and meet the minimum qualifications, please submit your resume to Leslie Stewart, Human Resources Manager @ SPCA. leslies@yourspca.org Thank you!