



VOLUNTEER JOB POSTING

POSTING DATE: 10/15/2020

POSITION AND DEPARTMENT: Adoptions Counselor

LOCATION: SPCA, 300 Harlem Road, West Seneca

COMMITMENT: Same day and time weekly

END DATE: Until filled

Job Description

This is one of the most rewarding volunteer positions guaranteed to make you smile every time you work with us! Adoptions Counselor volunteers work side-by-side with the Adoptions staff and assist the public in viewing and adopting their new pets!

Principle Duties and Responsibilities

- Gather pertinent information and issue guest passes to visitors interested in adopting an animal.
- Process adoptions.
- Place holds.
- Decipher paperwork and disseminate information about each animal to potential adopters.
- Answer the SPCA's phone, transfer calls, and use the SPCA's in-house paging system.
- Ask for donations at the time of adoption.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- Exceptional customer service skills.
- Exceptional communication skills.
- Reading, writing and comprehension skills.
- Basic math skills.
- Standing and sitting for long periods.
- Basic computer skills and a willingness to learn our software.
- Basic animal knowledge and willingness to learn about different animal species.
- Exceptional kindness to all animals, guests, volunteers, and staff per our core mission.
- Willingness to work with and respectfully communicate with all staff and volunteers.
- Good organizational skills.
- The ability to multitask.

How to Apply

Please send an email to Krissi, Adoptions Supervisor, at Krissim@yourspca.org