



YourSPCA.org || 300 Harlem Road  
716.875.7360 || West Seneca, NY 14224

## VOLUNTEER JOB POSTING

**POSTING DATE:** 10/15/2020

**POSITION AND DEPARTMENT:** Adoptions Greeter

**LOCATION:** SPCA

**COMMITMENT:** Same day and time each week

**END DATE:** Until filled

### **Job Description**

Are you ready to help the SPCA make some awesome first impressions and meet people who are excited to adopt their new pet? Adoptions Greeter volunteers are friendly, outgoing, and knowledgeable people who are comfortable speaking to the public as they enter the SPCA and answer any questions they have.

### **Principle Duties and Responsibilities**

- Greet the public.
- Gather contact information for tracing purposes.
- Direct visitors to animal areas or other locations throughout the building.
- Provide information on adopting and or viewing animals.
- Use a clicker counter to count patrons as they enter the building.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

### **Requirements**

- You must have a friendly, outgoing personality.
- Ability to listen and communicate with the public.
- The ability to stand for long durations.
- The ability to write, read, and give directions.
- 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.

### **How to Apply**

Please send an email to Kelly at [kellyd@yoursPCA.org](mailto:kellyd@yoursPCA.org).