



JOB POSTING NOTICE

POSITION: ADMISSIONS COUNSELOR
DEPARTMENT: ADMISSIONS
REPORTS TO: DIRECTOR OF ADMISSIONS
STATUS: FULL-TIME, NONEXEMPT
DATE: MAY 6, 2022

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

The person in this position will assist the public with the admission of animals in the SPCA shelter. They will be responsible for scheduling and processing intake appointments and will have a high-level of interaction with the public. They must be able to provide exceptional customer service as a representative of the Admissions Department and the shelter. They will ensure quality client care and admissions will be completed efficiently and in accordance with shelter policy. Data entry skills are required for entering information into the shelter's computer database, collecting admission fees and donations. The position hours include Saturdays.

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

This individual will participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

The successful candidate will possess the following competencies:

- Customer service skills
- Communication skills
- Demonstrate patience
- Problem-solving skills

If you are interested in this position and meet the qualifications, please submit your resume to Julie Schultz, Human Resources at julies@yourspca.org.