



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

Volunteer Job Posting

Posting Date: 6/16/2022

Position and Department: Adoptions Greeter, Adoptions Department

Commitment: 1 or 2 days a week for 3-5 hours

Job Description

The job of the Adoptions Greeter is to be the friendly person who greets SPCA guests when they come into the Adoptions Lobby!

Principle Duties and Responsibilities

- The ability to multitask during busy times and keep busy during slower times.
- Greet guests as they enter the Adoptions Lobby.
- Use a clicker to track each person as they enter.
- Help direct guests to the animal areas and clipboards for guest passes and finalizing adoptions.
- Assist and thank guests who are bringing in-kind donations in by holding doors and directing people to the donation bins.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- A friendly outgoing personality.
- The ability to speak to the public.
- The ability to accurately count guests as they enter the building, using a handheld clicker.
- The ability to stand or sit in a designated area for the entirety of your shift.
- 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

If interested, please email Krissi at Krissim@yoursPCA.org to apply!