

Adoption Assistant

The Adoption Assistant is responsible for facilitating adoptions in our Adoption Center while creating a positive experience for prospective adopters. Adoption Assistants work either a Saturday from 11-3 or a Sunday from 11-2 shift with a commitment of at least one day each month

Primary Duties

- Actively reaching out to and interacting with the general public during adoption hours, specifically talking with prospective adopters to find out what they are looking for in a pet.
- Interacting with/getting to know the cats and talking with prospective adopters about them in order to make the best possible match.
- Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
- Assisting the Adoption Counselor to ensure that all adoption paperwork and processes are completed.
- Assisting with the cleaning of animal areas and equipment as needed during adoption hours, including spot cleaning of animal areas throughout the day and disinfecting cages after cats have been adopted.
- Performing other tasks/functions as needed.