



Adoption Counselor Position

Mission Statement: Dedicated to saving the lives of homeless animals through rescue, adoption, education and spay/neuter.

Organization Values: Dedication, Compassion, Responsibility, Integrity, Respect

Position Overview: Full-time/year-round position with health insurance, retirement, paid vacation and holidays.

The Adoption Counselor plays a key role in the AAC's life saving mission. This person works in collaboration with the Adoption Counselor team and reports to the Executive Director. Responsibilities include partnering with regional shelters on animal selection, helping potential adopters choose their next pet, caring for the animals in our adoption program, working with volunteers, and sharing our mission with visitors. In support of our spay/neuter work, this person will travel to the Wind River Indian Reservation two to four times per year to assist with free clinics.

Job Details:

- Adoption
 - Assist the public in making appropriate adoption choices
 - Meet with adopters and maintain adopter relationships
 - Conduct adopter interviews
 - Have extensive knowledge of AAC's adoptable animals
- Animal Rescue
 - Help with selection and intake of new animals
 - Assist basic health evaluation
- Animal Care
 - Animal grooming & feeding
 - Administer medication
 - Microchip, vaccinate & blood test cats and dogs
- Animal Training
 - Work with animals & dog trainer on basic obedience and other training techniques

- Work with fosters/adopters on basic training plans
- Volunteers
 - Arrange foster homes for each dog in our program
 - Oversee youth and adult volunteers
 - Organize dog walks
- Education
 - Share our mission with visitors to the AAC
 - Assist with educational outreach within the community, usually centered on visiting classrooms to share our mission with local kids
- Communications
 - Share the stories of the animals in our program for visitors
 - Maintain exceptional service when answering customer questions in person, over the phone, and by email
 - Assist with social media, website and petfinder.com
 - Clear, respectful communication with team members and partnering organizations
- Cleaning
 - Daily cleaning of Kitty City, Dog Town, Upstairs Cat Room and the Quarantine Room
- Administrative
 - Invoice coding
 - Data entry in database

Skills/ Experienced Required:

- Bachelor's degree or equivalent experience
- Knowledge in social media and competency in Word and Excel
- Strong organizational skills
- Ability to work collaboratively with colleagues, supervisors, volunteers, adopters and partners
- Excellent written and verbal communication skills
- Animal rescue or industry experience preferred
- Ability to two Saturdays/month

Please send cover letter and resume to Carrie Boynton at carrie@animaladoptioncenter.org. No calls please.