



Position: Adoption Counselor

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, holidays, room for growth, and continuing education opportunities.

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 Lead Adoption Counselor. Responsibilities include upkeeping building cleanliness, partnering with regional shelters on animal selection, helping potential adopters choose their next pet, caring for the animals in our adoption program, assisting team members with administrative work, 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 clinics.

Job Details:

- Adoption
 - Assist the public in making appropriate adoption choices
 - Meet with adopters and maintain adopter relationships
 - Conduct adopter interviews and application approvals
 - Have extensive knowledge of AAC's adoptable animals
- Animal Rescue
 - Help with selection and intake of new animals
 - Assist basic health evaluation
- Animal Care
 - Upkeep cleanliness of animal areas
 - 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
- 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
 - Weekly deep cleaning of Kitty City, Upstairs Cat Room and the Quarantine Room

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

Pay: \$23-\$24/hour

Please send cover letter and resume to Jenna Martin at jenna@animaladoptioncenter.org.

No calls please.