



## **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 team and reports to the Director of Operations. Responsibilities include helping potential adopters choose their next pet, processing adoption paperwork, caring for the animals in our adoption program, working with volunteers, sharing our mission with visitors and partnering with regional shelters on animal selection. In support of the AAC's spay/neuter work, this person will travel to the Wind River Indian Reservation twice 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
  - Have extensive knowledge of AAC's adoptable animals
  - Process applications – make reference calls, maintain and organize applications
  - Process adoption paperwork
  - Maintain relationship with adopters throughout the adoption process
  
- Animal Rescue
  - Help with selection and intake of new animals
  - Assist basic health evaluation
  - Transport animals from partnering shelters
  
- Animal Care
  - Animal grooming, feeding, bathing
  - 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
  - Work with adoption team to arrange foster homes for each dog in our program.
- 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
  - Work with staff and volunteers to ensure Kitty City, Dog Town, outdoor play space, upstairs cat room, and the Quarantine Room are clean.
- Administrative
  - Invoice coding
  - Data entry in database

**Skills/ Experienced Required:**

- Knowledge in social media and competency in Word, Excel, Google Workplace
- 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
- Able to lift 40lbs

Please send cover letter and resume to Alyssa Bergman at [Alyssa@animaladoptioncenter.org](mailto:Alyssa@animaladoptioncenter.org). No calls please.