

McKamey Animal Care and Adoption Center
Volunteer Job Description

Title: Greeter/Tour Guide

Major Objective: Greet all customers at the front door, provide accurate referral information on Center operations, and guide prospective adopters through adoption wards

Responsibilities:

- 🐾 Greet customers and direct to the appropriate kennel areas or caretaker for assistance. Provide accurate information on Center operations
- 🐾 Answer telephone, direct telephone caller to the appropriate staff member or provide accurate information on Center operations
- 🐾 Assist with additional projects when necessary

Qualifications:

- 🐾 Positive and friendly attitude
- 🐾 Excellent appearance and personal interaction skills to include good listening and speaking skills
- 🐾 Excellent handwriting -- must be legible and concise
- 🐾 Ability to perform many tasks at one time

Training:

- 🐾 Attend orientation program
- 🐾 Successful completion of Class 1 and other specialized training if required
- 🐾 Supervised on-the-job training with staff or Volunteer Coordinator
- 🐾 Read and understand Center policies on animal handling and safety

Time and Place:

Scheduled shifts during Center's hours of operation

Commitment:

- 🐾 Minimum of four two-hour shifts per month
- 🐾 Six month minimum

Supervision:

Direct supervision by the McKamey Animal Care and Adoption Center staff