

McKamey Animal Care and Adoption Center
Volunteer Job Description

Title: Off-Site Adoption Specialist

Major Objective: To assist in organizing, setting up, and breaking down off-site adoption events.

Responsibilities:

- 🐾 Counsel public regarding choice of animals
- 🐾 Supervise the handling of animals by the public
- 🐾 Accurate matching of animal tags and records
- 🐾 Keep adoption area clean
- 🐾 Transport animals to and from the Center
- 🐾 Walk dogs as needed during the event
- 🐾 Assist with additional projects when necessary

Qualifications:

- 🐾 Positive and friendly attitude
- 🐾 Ability and desire to work with kennel animals
- 🐾 Excellent personal interaction skills to include good listening and speaking skills
- 🐾 Excellent legible handwriting -- must be clear and concise
- 🐾 Ability to work alone, think quickly, and make decisions according to written policy
- 🐾 Good organizational and accurate record keeping skills
- 🐾 Minimum of 18 years of age

Training:

- 🐾 Attend orientation program
- 🐾 Successful completion of Class 1: Animal Handling & other specialized training if required
- 🐾 Supervised on-the-job training with a staff member
- 🐾 Read and understand Center policies on animal handling and safety

Time and Place:

Scheduled shifts during Center's hours of operation.

Commitment:

- 🐾 Minimum of one four-hour shifts per month.
- 🐾 Six month minimum

Supervision:

Direct supervision by the McKamey Animal Care and Adoption Center staff.