

Job Title: Adoption Coordinator
Pay: Full-time, hourly
Reports to: Shelter Director

JOB DESCRIPTION

SUMMARY:

The Adoption Coordinator is responsible for working with the Shelter Director to oversee all aspects of shelter adoptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major responsibilities include being on-site during adoption hours to screen applicants; completing adoptions; overseeing adoption volunteers; and planning adoption events.

JOB DUTIES INCLUDE:

1. Receiving, screening and approving adoption applications both same-day and in advance;
2. Working with the Shelter Director to oversee adoption volunteers;
3. Evaluating and revising the adoption process;
4. Overseeing our PetSmart adoption program;
5. Planning and implementing a promotional adoption event calendar;
6. Ensuring our on-site presentation of cats is current and effective, including cat bios and pictures, rooms are set up for optimal public visits, rooms and PetSmart are diverse, and other facility strategies;
7. Overseeing follow-up of adoptions;
8. Implementing a matchmaking program to match adopters with cats.

As assigned, the Adoption Coordinator will perform the following tasks:

1. Filling in for adoption host vacancies;
2. Training of new adoption volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability – all are required unless otherwise noted.

1. Strong organizational, human relations, and communication skills.
2. Collaborative, team-oriented work attitude.
3. Ability to work on own initiative and meet deadlines.
4. Strong commitment to the objectives of the organization.
5. Advanced computer skills using standard Microsoft Office programs such as Word and Excel or similar programs.
6. Commitment to a drug, alcohol and smoke-free environment.
7. Professional experience working with animals in a shelter environment (preferred).

COMMUNICATION SKILLS:

1. Excellent verbal and written communication skills.
2. Strong speaking, writing, grammar, and editing skills.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be in good health. Any debilitating allergic condition aggravated by exposure or contact with animals, chemicals used to sanitize facilities, vehicles or equipment is a disqualification.
- Physical ability to stand, walk, bend and stoop frequently to perform duties is required.
- Able to work in the busy, demanding environment of an animal shelter.

WORKING CONDITIONS:

- Must be able to deal with a sometimes, emotionally-charged public and carry a fast paced and changing work load which at times can be stressful.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Working conditions include working alone, occasionally in teams and frequent interruptions