

Animal Rescue League of Western PA
Job Description

Title: Off-Site Adoption Counselors (Part-Time)
Reports To: Off-Site Adoption Manager
FLSA Status: Non-exempt
Date: July 29, 2008

PRINCIPAL ACCOUNTABILITIES

1. Uphold the mission of the Animal Rescue League throughout all responsibilities of the position
2. Understand and support the Open Door Philosophy of the Animal Rescue League
3. Assist customers with the adoption of cats at our satellite locations, ensuring that they have completed an application and meet ARLs guidelines for a good home.
4. Ensure that all paperwork for the adopted animal is accurate and follows agency policy and procedures for adopting a cat.
5. Become familiar with all the cats at the satellite location so that accurate information regarding the animals can be given to potential owners.
6. Assist all customers, whether it is over the phone or in person, in a professional and efficient manner.
7. Carry out all policies regarding the handling of cats by the public.
8. Work cooperatively with all employees who are involved in off-site adoptions, as well as all PETCO employees.
9. Maintain all the cat cages each shift. This includes cleaning the litter box and changing the newspaper every shift as well as wiping down the inside of the cages when needed.
10. Make sure all of the cats have fresh food and water at all times.
11. Keep the work station and supply cart neat and stocked for the following shift.
12. When possible spend time with the cats grooming, playing, cuddling, etc.
13. Report all accidents, behavioral problems, illnesses, etc. immediately to your supervisor.
14. Perform other duties as requested by your supervisor.
15. Arrange for coverage if unable to work scheduled shift.
16. Responsible for reconciliation of adoption monies.
17. Be available to work evenings, weekends and holidays.

QUALIFICATIONS

1. Must love animals and have a strong desire to care for them.
2. Excellent customer service skills.
3. Good organizational skills.
4. Professional, courteous manner with customers and co-workers.
5. Previous experience in working with cats would be helpful.
6. Ability to work evenings and weekends, typically 8 to 12 hours per week.