

VOLUNTEER OPPORTUNITY

Job Title: Onsite Adoptions Assistant

Objectives: To greet all guests entering the Adoption Center. To give general information about the facility and guide guests to the animals to which they are interested. To assist the Adoptions Counselors with clerical duties.

Duties and Responsibilities: Greet all who enter the facility. Escort guests through the facility and direct the guests to the animals they are interested in. Provide basic information about Woodford Humane Society to guests. Answer the phone as needed. Assist with making copies and other clerical duties. Assistant Adoptions Counselors should direct any questions to the Adoption Counselors if they are unsure of the answers. Ask Volunteers to sign in.

Qualifications and Requirements: Good communication skills and a welcoming personality.

Lines of Communication: Onsite Adoptions Assistants report to the manager, assistant manager or the Adoptions Counselors.

Orientation and Training: Onsite Adoptions Assistants should attend the Volunteer Orientation before committing to a shift. On site instruction will be provided the day of the shift. It may take several shifts before you feel completely comfortable in your new role.

Time Commitment: One Saturday per month for a four hour shift is preferable.

Commitment Requirement: None.

Benefits: Knowing that you are helping each animal at the Woodford Humane Society find their forever home. You set the tone for the guests ,if each guest feels welcome, they are more likely to adopt and/or support Woodford Humane Society

Challenges: Saturdays have the potential to be either very busy or very slow. During the busy days, you may feel overwhelmed and during the slow days, you may wonder if your help is needed. We always hope the Adoption Center is swamped with guests and try to staff accordingly. If you volunteer during a slow day, use your time to get to know the animals, so you can jump into action when all of the guests arrive!