

**WATAUGA ANIMAL SERVICES VOLUNTEER JOB DESCRIPTION**  
**ADOPTION ASSISTANT- OFFSITE ADOPTIONS**

**OBJECTIVE:**

- To assist with offsite adoptions in order to ensure the appropriate placement of animals

**RESPONSIBILITIES:**

- Greet public
- Counsel public regarding choice of animal
- Supervise the handling of animals by the public
- Care for and clean up after animals while at the adoption site
- Maintain paperwork and keep accurate records for all animals at the site
- Provide information to the public

**QUALIFICATIONS:**

- Positive and friendly attitude
- Good communication and listening skills
- Ability to maintain accurate records
- Ability to handle animals while at the adoption site
- Minimum age of 18 years unless accompanied by a parent or guardian

**TRAINING:**

- Attend orientation program at the Animal Service Center
- Interview with Animal Services shelter staff
- “On-the-job” training from experienced shelter staff at the Animal Service Center

**COMMITMENT:**

- One (1) hour per week for a minimum of four (4) weeks

**SUPERVISION:**

- Direct supervision by the City of Watauga Animal Service Center Staff

**BENEFITS:**

- Personal satisfaction and education
- Improvement in communication, public relation, and listening skills
- Wagging tails, wet noses, purrs, and doggie kisses!