



Animal Shelter / Adoption Center
10705 Fulton Street
Brighton, CO 80601
Volunteer Supervisor 303.853.0303

Title: Administrative Assistant

Primary Responsibilities:

To greet and escort patrons to the appropriate areas to look for lost or adoptable animals. To inform patrons about adoptable animals, adoption procedures, and time frames. To assist staff with manual and computerized record keeping, phones, and filing responsibilities.

Important and Essential Duties:

- Greets patron and helps determine patron's needs.
- Escorts patron through adoption or lost and found areas.
- Gives general information to patron under supervision of staff.
- Helps enforce hygiene and hand washing between animals.
- Perform other clerical or janitorial duties, including updating reports, biographies, and alumni book, and assistance in cleaning the lobby.
- Assists with coverage during staff lunch shifts.
- Provide patron with licensing and jurisdiction regulations.
- Assists with registration on micro-chip records.
- May assist with taking photos and updating websites.

Teams with:

- Administrative staff and Front Desk Supervisor.

Knowledge, Skills, and Abilities:

- Friendly, detailed and service-oriented professional attitude.
- Clear written and verbal communication skills.
- Willingness to learn and abide by Shelter adoption and lost and found policies.
- Knowledge of, or willingness to learn, internet-based adoption and registration systems.
- Willingness to learn animal body postures and behavioral cues and act accordingly.
- Knowledge of, or willingness to learn, breed recognition and traits.

Requirements:

- Attendance at volunteer orientation and interview with Volunteer Supervisor.
- Training with lead volunteer or staff.

Time and Place:

- Onsite Monday—Friday 10 AM to 6 PM, Saturday 9 AM to 5 PM, Sunday 10 AM to 4 PM.

Benefits:

- Satisfaction of helping animals find appropriate and loving new homes or be reunited with their owner. Gain breed recognition skills. Opportunity to work with animal professionals and animal lovers.