



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

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**Title: Offsite Adoption Assistant**

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**Primary Responsibility:**

To help with the transport of animals to and from offsite adoption events and assist with animal handling and adoptions at the event.

**Examples of Important and Essential Duties:**

- Loads animals, paperwork, and supplies for offsite adoption events.
- Assists public with questions and adoption paperwork and fees.
- Manages animals appropriately at events.
- May assist volunteer coordinator with planning for events.
- Maintains offsite supplies.
- Informs volunteer coordinator of any issues with animals.
- Assists offsite adoption partners as necessary.

**Teams With:**

- Volunteer Supervisor, Kennel Manager, and offsite staff.

**Knowledge, Skills and Abilities to:**

- Must be comfortable and physically capable of working with a large variety of dog breeds and training levels.
- Good communication skills and professional language and presentation.
- Willingness to travel to a variety of locations and sometimes work long days outdoors.
- Knowledge of, or willingness to learn, adoptions paperwork.
- Knowledge of, or willingness to learn, animal body postures and behavioral cues and act accordingly.
- Knowledge of, or willingness to learn, breed recognition and temperament traits.
- Willingness to follow directions of volunteer supervisor, animal care staff, and event personnel.
- Willingness to learn basic Chameleon commands.
- Assist with transportation of animals; some lifting involved.

**Requirements:**

- Attendance at volunteer orientation and interview with Volunteer Supervisor.
- Dog-walking training & Offsite training.
- Able to work at least one weekend day per month.

**Time and Place:**

- Offsite, Saturdays and Sundays, locations and times vary according to event.

**Benefits:**

- Learn specialized skills in dog training and care. Opportunity to help animals be adopted and increase the Shelter's presence within the community. Give and receive affection with Shelter dogs and cats. Lots of fresh air and sunshine.