



Job Description

Revised January 31, 2017

Job Title:	Adoption Counselor
Job Classification:	FT/PT, hourly, non-exempt
Job Relationships:	Reports to Adoption Supervisor
Job Summary:	Work within a team setting to oversee the health, well being, and general care of Center animals. Responsible for maintaining a safe and sanitary facility for animals and people while providing humane handling and care for all Center animals on a daily basis. Assist the public when adopting animals and promote responsible pet ownership.
Salary:	Trainee - \$9.00 (60 – 90 days) then \$9.50.

Job duties

1. Animal Care

- Provide care for animals housed at the Center. Perform daily work according to established methods (this includes cleaning kennels/cages, washing/drying bedding, sterilizing food bowls and litter boxes, bathing, exercising and moving animals).
- Assure all animals are cared for regarding food, water, daily exercise, and appropriate living conditions.
- Monitor the health and behavior of the animals.
- Socialize the animals and create a positive living environment.
- Assist in conducting personality on adoptable animals.
- Maintain a clean, orderly, appropriately stocked work environment.
- Maintain records on the animals.

2. Client Care

- Assist with adoptions as needed, providing helpful and educational guidance in a friendly, positive manner.
- Serve as a representative of the Center, displaying courtesy, tact, consideration, and a positive attitude in all interactions with clients, staff, and animals.
- Provide information, adoption packets, and giveaways as needed.
- Attend special events as assigned.
- Follow guidelines concerning safety and handling of hazardous materials.
- Work collaboratively to ensure that each visitor, animal, and staff member has a positive experience while onsite.

3. Other duties as assigned by the Animal Care Coordinator

Qualifications/Requirements:

Education/Experience: High school diploma is required. Interest in animal care and welfare. An outlook that is energetic, upbeat and positive. Experience interacting with the public.

Knowledge and Skills:

Strong interpersonal skills. Must be able to relate and confer with the managers and associate staff in a positive and constructive way; exercise good judgment when dealing with the public and when making decisions in the absence of a supervisor.

Demonstrate an ability to make sound judgments, work independently or in a team setting while being faced with a fast-paced environment and demonstrate ability to juggle multiple competing tasks and demands.

Demonstrate written and verbal communications of a professional standard.

Support the mission of the McKamey Animal Center and be an effective representative the Center's position on issues.

Self-motivated to keep informed of, and clearly and accurately relay facts about, the Center's news, events, and informational material.

Knowledge of animal health, care and welfare. Ability to work with animals.

Strong animal handling skills.

Knowledge of animal breeds and colors.

Attention to detail.

A "can do" team player attitude and willingness to go the extra mile.

Flexibility with job, schedules, and an understanding of the needs of the team. Enjoy handling a variety of tasks.

Other: Must be at least 18 years of age, valid Tennessee Driver's License and insurable driving record.

Work Environment: Exposure to high noise levels, zoonotic diseases, and animal bites/scratches when handling animals; exposure to cleaning agents; exposure to all weather conditions when outdoors; bending, reaching, and walking up to 8 hours a day.

Physical Activities: Occasional lifting of up to 100 pounds with assistance; potential for standing/walking up to ten hours a day; scrubbing kennels and mopping; sitting at a desk; driving a car; performing physical examinations on animals; animal restraint; handling syringes and needles.

The McKamey Animal Center conducts criminal background checks and requires drug testing of all employment candidates.

McKamey Animal Center is an Equal Opportunity Employer.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Originally created: PCHurn – 11-11-13
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