



ADOPTION SPECIALIST

Hours

3.5 hours per week, 9:45 a.m. to 1:15 p.m. on Saturdays (hours may change with COVID restrictions)

Pay Rate

\$10.00 per hour; paid monthly

Supervisor

Reports to: Executive Director, Adoption Coordinator, or DBCHS Board President

Characteristics of Position

Performs duties necessary for the operation of the animal shelter. Performs related work as required.

Examples of Duties or Responsibilities of the Position

- Assists visitors
- Completes adoption process as outlined in DBCHS policy
- Supervises volunteers per DBCHS policy
- Responds to phone calls
- Ensures that the building and grounds are kept clean and pleasant for visitors

Typical Working Conditions and Unique Physical Conditions

Duties are performed both indoors and outdoors in all types of weather conditions. Nature of duties requires bending, kneeling and some lifting. Persons working in this position must be in contact with animals.

Minimum Qualifications

Knowledge of customer service principles and practices is a must. Experience working with animals is a plus. Valid driver's license required.

TO APPLY please send a cover letter and resume to Kari karikuh@dbchs.org.