



**APPENDIX “B” – ROLE DESCRIPTION**

**VOLUNTEER POSITION TITLE: ADOPTION ASSISTANT**

**Commitment**

Applications will be considered for volunteers who can commit to a weekly 2-hour shift on one of the following days:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00 a.m. – 12:00 p.m.		12:00 p.m. – 2:00 p.m.		12:00 p.m. – 2:00 p.m.	12:00 p.m. – 2:00 p.m.	10:00 a.m. – 12:00 p.m.
			2:00 p.m. – 4:00 p.m.	2:00 p.m. – 4:00 p.m.	2:00 p.m. – 4:00 p.m.	
2:00 p.m. – 5:00 p.m.		5:00 p.m. – 7:00 p.m.		5:00 p.m. – 7:00 p.m.	5:00 p.m. – 7:00 p.m.	2:00 p.m. – 5:00 p.m.

Confirmed Shift: \_\_\_\_\_

**Volunteers being considered for this role must be able to attend all training classes and complete all requirements as listed below**

**Responsibilities**

*Adoptions Assistant Volunteers play a very important role by supporting our Adoptions department with daily processes by performing the following responsibilities:*

- Informing the public about the adoptions process and directing the flow of traffic to the department
- Supporting animal visits for potential adopters for cats, dogs, bunnies and other exotics
- Walking adopters to the Pet Gear Store to finalize their adoption
- Performing various administrative, cleaning and closing duties and other tasks as required

*Adoptions Assistant Volunteers also play an important role in enriching the lives of our animals residing at the Calgary Humane Society by:*

- Provide positive interaction, affection, socialization and exercise for animals in the adoptions area to help increase their adoptability and to decrease their stress levels as they wait for the new forever homes

**Qualifications**

- Previous animal handling skills required
- Excellent customer service required



- Ability to work as part of a team or independently as required
- Ability to communicate effectively, both orally and in writing
- Can be trusted to work independently and with minimal supervision
- Have an appreciation and respect for animals and the values of CHS

## Training

---

### Training is mandatory and will be provided by CHS free of charge

- Feline Body Language
- How Animals Learn
- First Buddy Shift (with a current volunteer)
- Second Buddy Shift (with an Adoption Counselor)

*Must be completed within first six weeks of volunteer position. Volunteers cannot work with the dogs until they have completed this training:*

- Canine Body Language
- Dog Leash Skills

## Additional Requirements

---

- Must be 18 years or older
- Attend an interview
- Provide a clear Criminal Record Check (there is a \$30 fee associated with this.)
- Signed Agreement & Release form

**[CLICK HERE TO APPLY!](#)**

**Closing date: Position will remain open until successful candidates have been placed**

**Calgary Humane Society sincerely appreciates your interest in volunteering for our organization, however due to the large volume of applications we receive, we are unable to respond to/confirm receipt of applications, or provide the status of openings. Please note that only candidates who are selected to participate in the interview process will be contacted.**

---