



4000 Industrial Rd - Wickenburg, AZ 85390
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JOB DESCRIPTION

Job Title: Adoption Coordinator
Reports to: President & CEO
FLSA Status: Exempt, Full-time
Salary: 103 | \$16.94 - \$25.41 per hour DOQ
Prepared Date: February 2022
Hours: 40+ hours per week

DEFINITION: Under general supervision, performs a variety of duties and responsibilities required for securing appropriate and permanent homes for shelter animals. Perform animal care and administrative duties associated with shelter animals. Operations, and Programs. Supports clerical duties associated with supporting the President/CEO.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

TASKS: Provide excellent care for shelter animals. Facilitating adoptions of shelter animals. Answers emails and phone calls from the public regarding pets for adoption in a prompt, professional and informative manner. Review adoption applications. Contact potential adopter references. Arrange appointments. Observe interactions between animals and potential adopters. Assess personalities and needs of animals and determine whether a potential adopter, family/home is a good match. Educate owners about proper pet care. Process and file paperwork. Subsequent to adoption, assess and address and/or facilitate any needs/resources an adopter or animal may have or need. Facilitate off-site adoption events. Collaborate and network with adoption partners. Assist with special events and participate as necessary. Photograph and post animals for adoption on social media sites. Safely and humanely transport animals to and from adoption events. Network with other agencies for alternative animal placement. Maintains cleanliness and organization of adoption areas and materials. Lead others by example by providing exemplary service. Dependable and TEAM minded. Other duties as assigned. Create monthly adoption posters. Conduct call checks on adopted animals and fosters.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of basic animal care.
- Knowledge of animal behavior and human psychology.
- Ability to understand how animals think and predict their behavior based on their current situation and actions.
- Ability to evaluate the ability of a potential adopter to care for the animal of interest.
- Interspecies and interpersonal communication skills.

- Knowledge of animal safety.
- Passion for animals and placing them in permanent, loving homes.
- Skill in handling various animal species.
- Open-minded and kind to animals and people.
- Skill in working effectively as a team player in a busy environment while maintaining superior customer service.
- Skill in operating a computer and utilizing a variety of software applications.
- Skill in record keeping.
- Skill in creating posts on social media sites of adoptable animals.
- Skill in effectively communication with staff, volunteers, and donors.
- Skill in organization.
- Exhibit love, empathy, and understanding for animals.
- Skill in reading animal body language.
- Skill in assessing personalities and needs of animals.
- Ability to remain calm in heated, difficult, and stressful situations.

MINIMUM QUALIFICATIONS:

Associates degree or equivalent relevant training and/or experience, a valid Arizona Driver’s License AND minimum (2) two years of experience in the animal industry.

ADDITIONAL REQUIREMENTS:

- Must be able to lift a minimum of 50 pounds.
- May be exposed to extreme weather conditions, potential physical harm, hazardous chemicals, infectious diseases, dangerous machinery, snakes, insects, and vermin.
- May be required to work a flexible schedule outside the normal work schedule, including evenings and weekends.
- Handle multiple obligations simultaneously, thus creating the need to prioritize and carefully monitor time.
- Must be of good moral character and possess an even disposition.
- Must be able to deal effectively and politely with people from diverse backgrounds and experiences in a variety of difficult situations.
- Must possess a high level of professionalism and strong interpersonal skills.
- Must adhere to proper HSW attire and personal hygiene policies.