



**Title:** Adoption Counselor

**Hours:** Part-time, weekends and fill-in, approximately 25 hours/week

**Reports to:** Operations Director

**Summary:** The Adoption Counselor is responsible for working with the public to match the appropriate companion animals with potential guardians and for the day-to-day care of the animals. The position also supervises our volunteers, ensuring our policies and procedures are followed in the care of HPAC animals, meeting our high standards. In addition, the position is accountable for the cleanliness of the shelter and its perimeter.

**Minimum Requirements/Essential Skills:**

- Strong customer service, supervisory and people skills.
- Experience and/or schooling in the animal care profession a must. Priority will be given to those with hands-on experience.
- Must be a problem solver with good attention to detail.
- Must be able to read, write, speak, and listen effectively.
- Organizational skills to manage schedules, teams, and priorities.
- Must be able to multi-task.
- Basic computer skills.
- Animal Behavior and Training background a plus.

**Physical Requirements:**

- Must be able to stand for long periods of time and to walk quickly
- Must be able to carry at least 50 pounds and bend at the waist and knee.
- Must be able to control dogs up to 200 lbs without endangering yourself or the animal.

**Work Environment:**

- Rapid pace indoors and outdoors with exposure to potential hazards including disinfectants, high levels of noise, potential for animal bites and scratches, diseases that can be transmitted from animals to people, animal wastes, and irate customers.
- A wide variety of cleaners, disinfectants, and medical products are used on a daily basis. Specific instructions will be provided on their appropriate use and always ask for assistance if a product is unfamiliar.

Please send a cover letter and resume to Jim Keller, Operations Director, at [Jim@homewardpet.org](mailto:Jim@homewardpet.org), with the subject line "Adoption Counselor." No phone calls, please.

Homeward Pet Adoption Center is one of the leading non-profit, no-kill animal shelters in Washington State. Our mission is to give homeless animals a second chance through rescue, shelter and adoption. Since being founded in 1990, the shelter has matched more than 30,000 animals with safe and loving forever families. Learn more at [www.homewardpet.org](http://www.homewardpet.org).