



## Off-site Adoption Events Assistant

**POSITION TYPE:** Voluntary

**POSITION REPORTS TO:** Volunteer Coordinator  
OR Event Lead

**POSITION SUMMARY:** Off-site Adoption Events Assistants help execute off-site adoption events, serving as dog or cat handlers or substitute handlers for longer events.

- Manage dogs and cats in public spaces, ensuring volunteer, public, and animal's safety.
- Willing to volunteer weekends; primarily Saturday.
- Interact with cats and dogs in proper and non-aggressive play.
- Clean up after dogs and cats at all times when out of the kennels.
- Answer public questions about the organization (hours, location, services provided, adoption process, etc).
- Serve as a respectful, professional representative of GMHS.
- Assist with set-up and tear-down of event booth and event materials.
- Other duties relating to managing events as necessary.

### **POSITION SPECIFICATIONS:**

Volunteer must possess excellent customer service skills and be willing to learn about the shelter's day-to-day operations to answer public questions knowledgeably. He/She must also have the ability to communicate well and follow directions with minimal supervision. He/She must be knowledgeable regarding dog and cat body language, gentle and patient when working with dogs and cats and the public.

### **TRAINING REQUIRED:**

- Read and understand the volunteer manual
- Off-site Adoption Event Training

### **WORKING CONDITIONS:**

Subject to animal bites and scratches. Exposure to chemicals, prescribed drugs such as antibiotics, topical medications, etc, and cleaning products. Exposure to zoonotic (animal transmitted) diseases. Frequent interaction with the public, staff, other volunteers, and Board of Directors.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Regular lifting up to 10 lbs, frequent lifting to 35 lbs, and occasional lifting over 35 lbs with reasonable accommodations. Frequent standing, bending, and stooping.

### **TIME COMMITMENT:**

A commitment of assisting with at least one event per month is required. Dates/times vary depending on off-site adoption event schedule.