



PAWS of Bainbridge Island and North Kitsap  
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## **Job Description: Adoption Counselor**

### *Adoption Counselor Commitment:*

Volunteers must be able commit to a minimum of 4 hours per month for a minimum of six months.

### *Supervision:*

Report to and check in as necessary with the Adoption Program Managers.

### *Working Conditions:*

All volunteer work will be performed at the PAWS facilities. There is a potential for exposure to zoonotic diseases and cleaning chemicals, exposure to dangerous and fractious animals, and a potential for animal bites and scratches while handling animals.

### *Physical Activities:*

Occasional lifting of up to 50 pounds; Kneeling; Squatting; Bending; Cleaning kennels (scrubbing and mopping); Handling animals of all temperaments; Animal restraint

### *Training:*

- Attend a Volunteer Orientation
- Interview with an Adoption Program Manager
- Attend Adoption Counselor Training
- Attend continual on the job training provided by PAWS staff and experienced volunteers

### *Adoption Counselor Volunteer Description of Duties:*

- Provides care for stray, adoptable and owner-surrendered cats (kittens included). This includes feeding, spot cleaning condos, disinfecting condos following adoptions, assessing basic feline health, and knowing when to inform supervisor of an animal's health status behavior
- Assists with Everyday Enrichment (distributing toys, beds, treats, etc) for adoptable animals.
- Provides essential care to all animals with whom contact is made (cleaning up messes, refilling water, and providing clean bedding when needed)
- Clearly understands PAWS cleaning protocols and applies our detergent and disinfectant process when cleaning dishes, laundry, crates and condos.
- Clearly understands the use of personal protective equipment (PPE) - why, when, and how it is used and the nature of fomite and disease transmission in a shelter environment
- Supervise Feline Enrichment Team volunteers
- Interview prospective adopters including landlord checks, and provide education and matchmaking services
- Provide advice and education to adoptive families to assist in smooth transitions. Complete follow-up adoption contacts in a timely manner.
- Maintain open lines of communication with supervisor, volunteers, and staff.
- Provide public education about PAWS and its programs in the community. Assist the public with accessing PAWS programs as appropriate.

### *Requirements:*

- Must be at least 18 years old
- Complete and submit Volunteer Application and Waiver
- Attend a Volunteer Orientation
- Interview / hands-on training with an Adoption Program Manager