



PAWS of Bainbridge Island & North Kitsap
206-842-2451
P.O. Box 10811, B.I. WA, 98110
www.PAWSBINK.org
volunteer@pawsbink.org

Job Description: Adoption Counselor

Adoption Counselor Commitment:

Volunteers must be able to 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 Volunteer Coordinator/Adoption Center Manager.

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 30 pounds; Kneeling; Squatting; Bending; Cleaning kennels (scrubbing and mopping); Handling animals of all temperaments; Animal restraint

Training:

- Interview with the Volunteer Coordinator
- 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 and transfers, assessing basic feline health, and knowing when to inform supervisor of an animal's health status, or 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 disinfectant process when cleaning dishes, litter boxes, 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.
- 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
- Interview / hands-on training with Adoption Center Manager