



# Adoption Center Support

Assignment Description

## Objective & Responsibilities

Objective: Help to ensure that the administrative area of Adoptions department runs smoothly.

Key Responsibilities:

- Date entry and organization of adoption files.
- Sweep, dust and other cleaning tasks in the general Adoptions areas.
- Communicate successes and issues to the Adoptions Coordinator.
- Other administrative and cleaning duties as assigned.

## Essential Capabilities

Volunteers must have or be able to:

- STRONG computer skills.
- Able to communicate effectively and concisely, both written and verbally.
- Excellent attention to detail.
- Able and willing to learn new skills, including new computer programs.
- Average vision (with or without correction) to safely navigate property and observe body language of an animal.
- Stand, walk, stoop, kneel, crouch, grip, and climb.
- Manipulate (lift, carry and move) up 25 lbs. unassisted.
- Work with cleaning chemicals.
- Work independently.
- Maintain a professional appearance and positive energy when volunteering.
- Patient and professional when dealing with customers, staff, and volunteers
- Commit to JHS' mission

## Additional Requirements / Information

Prior Training Required?: No

Training: On the job training

## At a Glance

### Availability Needed:

Regular, weekly volunteer

### Times Needed:

	8 am-11 am	11 am-2 pm	2 pm- 5 pm
Sun			
Mon			
Tue			X
Wed			X
Thu			X
Fri			X
Sat			X

### Minimum Age:

16