

**FAIR Adoption Site Assistant
Job Description**
Time required: at least 4 hours per month

Adoption Site Assistants:

1. Report to the Site Manager
2. Put paper in cages for kittens and puppies, if needed
3. Place water dishes in cages and fill as needed
4. Provide food or treats as instructed
5. Fill litter pans and place in cages
6. Groom animals as needed
7. Calm animals as needed
8. Walk dogs only in designated areas and clean up any feces the dog may leave behind
9. Check litter boxes every ½ hour and clean out any feces
10. Check puppy pens regularly and change the paper or pads as needed
11. Ensure that kennels are kept tidy:
 - Clean up spilled water or food
 - Clean up feces and urine
12. Ensure that children do not handle animals
13. Keep the adoption area clear so that the public can observe the animals
14. Ensure that no puppy or kitten is ever placed directly on the floor
15. At closing:
 - Clean out cages with a bleach solution
 - Empty all litter boxes, water and food bowls
 - Wash all bowls and litter boxes thoroughly with bleach solution, rinse, dry, and put away
 - Help place items back into storage
 - Take out trash

Adoption Site Assistants should have:

- Completed FAIR Volunteer Orientation
- A neat, clean appearance
- Excellent customer service skills, and a willingness to assist people
- The ability to deal with unpleasant people without taking it personally
- Genuine concern for the welfare of all animals
- Dedication to FAIR and a willingness to act in accordance with FAIR's vision, mission, goals, policies, and procedures
- Knowledge of:
 - Proper companion animal care and handling
 - Animal and human health and safety
 - The physical and behavioral characteristics of companion animals
- The ability to:
 - Report on time as scheduled, and, if unable to attend a scheduled shift, contact the Volunteer Coordinator or Adoptions Director as soon as possible

- Wear closed-toed shoes and comfortable clothing suitable to be worn in public
- Be friendly and polite to the public, their supervisors, and fellow workers
- Follow the instructions of the Site Manager
- Communicate well in English, with the ability to communicate in Spanish highly desirable
- Listen well
- Bring concerns regarding the safety or well-being of animals and volunteers to the Site Manager's attention