



Adoption Assistant

Overview:

Do you have a passion for helping homeless animals find their forever homes? Our adoptions team is in need of assistance in all items included in our extensive adoption process. By joining our team, you'll play a crucial role in connecting wonderful animals with loving families and witnessing the heartwarming journey of animals finding their purr-fect fur-ever homes.

Responsibilities:

As an adoption assistant, you will:

- Guide the flow of shelter traffic and queue potential adopters.
- Assist in the adoption process, which includes accurately entering essential information into ARL's database, processing payments, and promoting retail sales at Animal House.
- Collaborate with Customer Experience Technicians to practice ARL's customer-focused adoption process.
- Provide support in moving animals if needed.
- Enjoy working with cats, dogs, and the people who love them.

Requirements:

- Must be at least 18 years old to sign agreements and process cash transactions.
- Must be able to commit to a minimum of two shifts per month.
- Must be able to work in a fast-paced environment.
- Must be comfortable with cats, dogs, and the people who love them.

Training:

- Volunteers will shadow a Customer Experience Technician for one shift and be able to assist with data entry. Continuous learning by shadowing front desk and adoptions team.
- Ongoing training will be provided as needed.

Benefits:

By becoming an Adoption Assistant volunteer, you will not only play a vital role in improving the lives of animals, but also experience the joy of contributing to their journey towards finding loving homes. You'll have the chance to connect with like-minded animal-lovers, gain valuable insights into animal care and welfare, and be part of a team dedicated to making a difference.

HOW TO APPLY

Current Volunteers: email volunteer@arl-iowa.org

New Volunteers: Need to attend a Volunteer Information Session - [Find the next one here](#)