Retail Assistant & Animal Runner

Why volunteer as a Retail Assistant and Animal Runner?
As a Volunteer at ARL's Animal House pet supply store, you aren't just selling products, you're helping new and existing pet parents find the very best solutions for their pets. Through sincere connections with our clients, you'll be an essential part of establishing Animal House as the preferred resource for supplies—where 100% of proceeds benefit the homeless pets at the ARL.

Duties and Responsibilities

- Help customers shop for their new pet, recommending the best food and supplies for the size, species and behavior of the animal
- Use our iPad-based point-of-sale software to ring up customer sales and capture their contact information for our rewards program
- Restock, manage inventory and label products with pricing
- Display products for good visual appeal
- Manage the Animal House booth at select adoption or promotional off-site events (Iowa State Fair, Pet Expo, Capital City Pride, etc.)
- Finalize adoption paperwork, including going over the ARL's adoption contract and other important ARL policies for new adopters to know
- Bring animals to adopters once an adoption is finalized, putting leashes and collars on dogs and putting cats or small animals in carriers
- Work with our medical team to get medication ready for animals that need to be sent home with meds
- Spot clean and help keep the adoption lobby and Animal House store tidy
- Must be able to walk or stand for majority of shift
- Must be able to lift up to 30lbs
- Volunteers with previous sales experience will be given priority

Requirements

- Must be at least 18 years old to process cash transactions
- Prerequisites: prior cat and dog handling and behavior training, on the job Animal House store and adoption processing training
- Must be able to walk or stand for the majority of the shift, lift up to 30 lbs
- Must be comfortable handling large dogs as well as cats
- Must be able to work in a fast-paced environment

Shifts

- Volunteers must sign up for shifts in advance
- Monday – Friday 12-3pm, 3-5pm, 5-7pm
- Saturday – Sunday 10am-1pm, 1-3pm, 3-6pm

HOW TO APPLY

Current Volunteers: email volunteer@arl-iowa.org

New Volunteers: will need to complete new volunteer onboarding process

Training

- Training shifts take place every Tuesday, Wednesday, and Thursday from 5-7pm

Skills (preferred, but not required)

- Customer service
- Animal handling
- Technology efficient