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[www.nocohumane.org](http://www.nocohumane.org)

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## Adoption Event Assistant

### Description:

NOCO Humane regularly participates in events throughout the community. Many of these events feature animals looking to be adopted! Adoption Event Assistants work with the Client Services department to conduct these events at offsite locations and answer questions the community may have about NOCO Humane.

### Objective:

Adoption Event Assistants will be responsible for transporting animals to and from offsite locations for adoption. Job duties include loading animals (dogs, cats, small mammals) into carriers, collecting monetary adoption payments (as needed), and representing NOCO Humane in a respectful and professional manner.

### Supervision:

Directly reports to Client Services Supervisors, Leads, and Shelter Supervisors

### Requirements:

Community Outreach Volunteers must be at least 21 years of age  
Must have the ability to engage with members of the community and spread accurate information regarding NOCO Humane.  
Required to have own transportation to and from events  
Must submit copies of driver's license and personal auto insurance  
Volunteers must complete a national criminal background check and sex offender search.

### Commitment:

We ask that Community Outreach Volunteers commit to a minimum of one adoption event a month (opportunities permitting).

### Working Conditions:

Volunteer work will be performed at various adoption events throughout the community, as well as at NOCO Humane. Work at NOCO Humane will be in the animal shelter setting, there is the potential for exposure to zoonotic diseases and cleaning chemicals. There is a potential for animal bites and scratches while handling animals.

### Physical Activities:

Lifting of up to 25lbs and the ability to stand or walk for four hours at a time. Ability to walk dogs on a leash and handle cats and small mammals.

### Training:

- ☐ Attend a Volunteer Orientation
- ☐ Interview with a Client Services Department Volunteer Supervisor
- ☐ Attend hands-on Animal Handling Training
- ☐ Complete three 2-hour Client Services shifts in shelter prior to volunteering at your first adoption event.
- ☐ Adoption event training with an experienced volunteer or staff member.

### Duties:

- ☐ Regularly check email to sign up for upcoming adoption events and to receive all details regarding the event.

- ❑ Follow NOCO Humane's safe animal handling protocols, and ensure that animals at events remain calm and healthy during duration by constantly assessing body language and behavior.
- ❑ Effectively communicate with members of the public to share accurate information about animals available for adoption and NOCO Humane in general.
- ❑ Remain responsible and diligent when setting up and breaking down booths, including informative materials, tables, chairs, tents and animals.
- ❑ Process paperwork for off-site adoptions and ensure monetary payments and paperwork are returned to the appropriate staff member promptly.
- ❑ Transportation of animals to and from NOCO Humane for adoption events

**Dress Code:**

- ❑ Green volunteer t-shirt
- ❑ Closed-toe shoes
- ❑ Pants

**Department Contact Information:**

clientservices@noco humane.org  
(970) 226-3647 ext. 3400