



3501 East 71st Street
Loveland, CO 80538
Phone: (970) 226-3647
Fax: (970) 226-2968
www.nocohumane.org

Adoption Event Assistant Volunteer

Description:

NOCO Humane regularly participates in community events, many of which feature animals looking for their forever homes! Adoption Event Assistants support the Foster & Transfer department by helping conduct these offsite adoption events and engaging with community members about NOCO Humane's mission and programs.

Objective:

Adoption Event Assistants are responsible for transporting animals to and from offsite adoption events. Duties include safely loading and unloading animals (dogs and cats), collecting adoption fees and processing paperwork, and representing NOCO Humane in a professional and positive manner.

Supervision:

Directly reports to Foster & Transfer Supervisor and Foster & Transport Coordinators. Reports indirectly to Associate Director of Operations and Volunteer Manager.

Requirements:

- Must be at least 21 years of age
- Must be comfortable engaging with the public and sharing accurate information about NOCO Humane
- Must be comfortable driving large vehicles
- Must submit copies of driver's license and personal auto insurance
- Must complete a national criminal background check and sex offender search
- Must complete a DMV screen

Commitment:

We ask that Volunteers commit to a minimum of two adoption event a year.

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:

Ability to lift up to 50 lbs. and to stand or walk for up to four hours at a time. Must be able to walk dogs on leash and handle cats safely.

Training:

- Attend a Volunteer Orientation & Animal Handling Training
- Interview with a Foster & Transfer Department Volunteer Supervisor
- 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 event 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:

- Blue volunteer t-shirt
- Closed-toe shoes
- Pants