



# pasadena humane society & spca

## **Adoption Counselor Full Time, Non-Exempt**

The Pasadena Humane Society & SPCA is seeking an outgoing, energetic, flexible, detail-oriented person for the position of Adoption Counselor.

**REPORTS TO:** Adoptions Supervisor

### **TYPICAL RESPONSIBILITIES:**

- Screen prospective adopters.
- Socialize animals with adopters.
- Discuss animal behavior and training with adopters.
- Help clients with pet selection and make appropriate matches for their home environment.
- Educate the public on animal welfare.
- Conduct dog to dog socializations.
- Assist in placing dogs with transfer partners.
- Greet and direct clients.
- Assist with behavior modification.
- Additional duties as assigned by Adoptions Supervisor, Sr. Vice President and President/CEO.

### **SKILLS & QUALIFICATIONS:**

- High school graduate, college graduate preferred.
- Outgoing, customer service-oriented person. Must have positive attitude and sense of humor.
- Tactful and considerate of adopters and co-workers.
- Excellent knowledge of dog, cat, rabbit, and other pet breed characteristics, temperament, training, and handling is a must.
- Computer literate.
- Bilingual preferred (Armenian or Spanish).
- Must be at least 18 years of age at the time of appointment.

### **REQUIREMENTS:**

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.



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- Must come to work regularly and on time, to follow directions, to take criticism, to get along with coworkers and supervisors, to treat coworkers, supervisors and members/guests with respect and courtesy and to refrain from abusive, insubordinate and/or violent behavior.
- Must participate in Mandatory All Staff Meeting every third Thursday of the month.

## **WORK SCHEDULE:**

Daytime position with weekends required.

## **WORKING CONDITIONS:**

Exposure to numerous animals including those with uncertain dispositions. 50% of work day is outdoors in all weather. Ability to physically manage animals of all sizes required.

## **BENEFITS:**

The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), short and long-term disability, paid vacation and sick time, and other benefits.

## **EXAMINATION:**

Applicants who appear to be the best qualified may be invited to take a written test and/or oral appraisal interview to further evaluate each candidate's experience, knowledge, skills and abilities.

## **TO APPLY:**

Send résumé along with a brief cover letter to [hr@pasadenahumane.org](mailto:hr@pasadenahumane.org) or by mail to Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105 or by fax to (626) 792-3810. **No phone calls or email inquiries please.**