



Tony La Russa's  
**Animal  
Rescue  
Foundation**

**Job Title:** Adoption Specialist  
**Reports to:** Adoption Manager  
**Department:** Adoptions  
**FLSA Classification:** Non-Exempt  
**Updated:** July 2019

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#### Core Values

- Open
- Driven
- Educator's Spirit

#### Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

#### Position Summary:

Facilitate cat and dog adoptions to increase the potential for a permanent placement for the pet. Evaluate applications, educate potential adopters, introduce shelter animals, and complete paperwork.

#### Principal Duties:

- Review and evaluate adoption applications in accordance with ARF's policies.
- Educate potential adopters about companion animals' care and requirements.
- Facilitate cat and dog adoptions to increase the potential for a permanent placement for the pet.
- Create positive interactions with potential adopters, with a focus on customer service.
- Introduce shelter animals to potential adopters and conduct shelter tours as needed.
- Complete adoption paperwork and make follow up telephone calls to support ARF adopters.
- Assist with reports and statistics, as needed.
- Assist the public in person and on the telephone in a manner which demonstrates ARF's interest, care and concern for the public and the animals we serve.
- Assist with Outreach Adoption events as needed. Duties include set up and breakdown of Mobile Adoption Events, transporting animals to and from events, and facilitating off-site adoptions.
- Take lead in the Boutique as needed.
- Promote ARF's adoptable animals and programs within the animal welfare community and at special events.

- Promote a humane and caring attitude toward all animals.
- Maintain the confidentiality of all information.
- Follow established procedures governing safe work practices; to perform duties in a manner which assures the safety of oneself and others.
- Perform duties in a manner which encourages contributions and business for ARF.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to ARF.
- Perform other duties as assigned.

#### **Physical/Environmental Requirements:**

- Work environment includes constant exposure to animals and animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.
- Walk dogs weighing up to 150 pounds in a variety of weather conditions.
- Lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain animals when necessary.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Assess medical and behavior changes in animals using a variety of techniques including, but not limited to, visually and audibly.
- Dexterity to handle animals and small objects.
- Sit for long and short periods of time using a computer.
- Tetanus and rabies inoculations are required or must be waived.

#### **Educational Requirements:**

High school diploma or equivalent certification. Some college preferred.

#### **Experience, Abilities and Qualities Required:**

- One year of public contact work experience with a customer-focus. Must have excellent communication and customer service skills.
- Knowledge of various dog and cat breeds, behavior, and current general care and training practices.
- Computer proficient with Word and Excel; ability to learn new programs required. Internet savvy.
- Detail-oriented with ability and initiative to work with minimal supervision and direction.
- Ability to handle multiple tasks and work well under pressure.
- Strong team player with staff and volunteers.
- Bilingual is a plus.

- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Demonstrate maturity, good judgment and professional personal appearance.
- Comfortable and skilled in working with diverse staff, volunteers and community.
- Comfortable driving large vehicles which transports animals.
- Must be able to pass a background check.

**Hours:** Part-time position at 24 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department. Weekend and evening work will be required; must be available to work during ARF's adoption days/hours.

**Starting Salary:** \$14.00 per hour.

**To Apply:** An employment application is available for download. To apply for this job, please send your employment application, cover letter and resume to [klafleur@arflife.org](mailto:klafleur@arflife.org) or fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".