



BURLINGTON HUMANE SOCIETY

Adoption Counselor

Job title	<i>Adoption Counselor</i>
Reports to	<i>Executive Director</i>

About the Burlington Humane Society

The Burlington Humane Society (formerly called Animal Aid) has been a part of the Burlington community since 1974. It is a non-profit organization dedicated to helping the stray and abandoned animals in Burlington area, and we are extremely proud to be a no-kill shelter. Over the years, our membership has grown and now includes hundreds of active volunteers and several paid positions.

Job Purpose

The Adoption Counselor is a member of the Animal Care Team, along with the Animal Care Manager and Animal Care Workers. Reporting to the Executive Director (ED), the Adoption Counselor is responsible for overseeing our animal adoption program, our foster care program and guiding and supervising volunteers.

Duties and responsibilities

- Supervision Responsibilities:
 - Provide guidance and assistance to Animal Care Workers
 - Provide guidance and assistance to Reception volunteers
 - Provide oversight to the shelter in the Animal Care Manager's absence
- Administrative Responsibilities:
 - Notify Animal Care Manager of any food or supplies that need to be ordered
 - Enter all data regarding medications into PetPoint
 - Maintain and update medical documentation into appropriate files and computer
 - Accurately process all donation, memberships and purchases that happen at reception and balance debit machines with nightly deposit sheets
- Adoption Program Responsibilities:
 - Oversee the adoption process
 - Screen potential adopters
 - Follow adoption process and complete adoption of animals to new owners
- Foster Program Responsibilities:
 - Oversee the foster program
 - Assigning foster homes to appropriate animals
 - Follow-up with fosters as required and update charts
 - Arrange vet appointments for foster animals
 - Arrange for fostered animals to be brought into the shelter
 - Organize foster supplies
- Computer Related Responsibilities
 - Strong computer skills
 - Knowledge of Word, Excel, PowerPoint, PetPoint, etc.

- Other Duties
 - Admit animals surrendered to the shelter
 - Contact and organize transport for animals to veterinary clinics when they are in need of care
 - Assists Animal Care Workers as needed
 - Plan shelter events as needed
 - Assist Animal Care Manager as required
 - Other duties as required

Qualifications

- Veterinarian technician or comparable education
- Understanding of animal welfare and humane societies.
- Understanding of animal health and both feline and canine behaviour.
- Exceptional guest service skills
- Proficient computer skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Strong organizational skills.
- Strong team-work focus.
- Strong analytical and problem-solving skills.
- Ability to work independently.
- Able to lift 40-50 lbs
- Strong social media skills
- Self-directed with ability to organize, plan, prioritize and multi-task
- Flexible, adaptable and responsive to change
- Strong analytical and problem-solving skills.

Working conditions

- Average 24 hours a week.
- Will work evenings and weekends.
- Frequent contact with the public in a fast-paced and changing work environment, which at times may be stressful or emotionally charged.
- Willingness to attend training programs to upgrade skills as needed

Application Deadline

- Tuesday, October 3, 11:59 pm

How to Apply

If you feel you have the right skills and abilities for this exciting position, please submit your cover letter (indicating your salary expectations) and resume by email to jobs@burlingtonhumane.ca. We thank everyone who applies for their interest in Burlington Humane; however only candidates selected for an interview will be contacted.