



County of Sonoma
Volunteer & Program



Human Resources Department
Training Division
575 Administration Dr., Suite 117C, Santa Rosa, CA 95403
(707) 565-2821 Fax: (707) 565-3079

JOB DESCRIPTION

| | | |
|--|---|--|
| Office Use Only Dept. Code: 7040ac | Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/> | Date: 8/1/99 Updated: 6/29/07 |
| Job Title: Pet Adoption Counselor | Number of Positions: 10 | |
| Department: Agricultural Commissioner | Division: Animal Care & Control | |
| Program: Animal Shelter | Address of Position: 1247 Century Ct., SR 95403 | |
| PURPOSE | | |
| Brief description of department or division/program: The animal shelter offers a pet adoption program. Our goal is to place shelter animals in stable, lifelong homes with owners who are fully aware of their responsibility to their pet. Volunteers are critical to the success of this program. | | |
| JOB DESCRIPTION | | |
| Specific tasks and responsibilities of the volunteer: Volunteers will maintain close contact with the shelter animals in order to match with shelter pets. They will evaluate potential adopters and educate them on proper pet care. Adoption follow-up duties include calling new owners to check on problems and answer questions regarding their new pet. | | |
| QUALIFICATIONS | | |
| Required skills, abilities, education levels, or other qualifications necessary for the job: Ability to work independently. Must have experience dealing with people and feel comfortable answering questions. Clerical skills as well as animal handling experience are useful. | | |
| TIME COMMITMENT | | |
| Number of hours per week: Min. 4 hrs. | | |
| Set required schedule: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, list hours/days per week: | | |
| Special Project <input type="checkbox"/> Ongoing Position <input checked="" type="checkbox"/> For projects, estimated # of hours and date of completion: | | |
| Minimum length of commitment needed from volunteer: | | |

BENEFITS TO VOLUNTEER

Specific training and/or experience the volunteer will receive: Explanation of shelter's adoption procedures. Access to basic pet health information. Staff assistance available.

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check:
- Dress codes:
- Valid CA driver's license if work requires driving a County or personal vehicle. Photocopy for file:
- Proof of Auto Insurance if driving a personal vehicle on County business. Photocopy for file:
- Physical Requirements:
- Other:

| | |
|---|------------|
| Will worker be driving a County car? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | How Often? |
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|---|------------|
| Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | How Often? |
|---|------------|

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| Will worker operate any other machinery? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | If so, what? |
|---|--------------|

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|--|------------------------|
| Supervisor's Name: Greg Mortenson | Phone: 565-7116 |
| | Voice Mail: |

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|--|----------------------|
| Supervisor's Title: Volunteer Coordinator | Email: |
| | Fax: 565-7112 |

FOR RISK MANAGEMENT USE ONLY

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| Has position been previously approved for WC? YES [] NO [] |
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| [] Reviewed and Approved | Comments: |
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| [] Denied | Reason: |
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| Risk Management Signature: Orig. signed 11/30/89 | Date of Signature: |
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