



## Job Description

**Position Summary:** Adoptions Counselor

---

**Major Functions & Accountabilities:** Work directly with the public, providing education, customer service and positive adoption experiences for our customers. Responsibilities include: stellar customer service, animal handling and behavior knowledge, strong computer and phone, and the ability to work effectively with volunteers.

---

**Work Conditions:** wet and/or humid conditions and outside weather conditions, significant amount of standing during a typical day, exposure to animal smells, noise level is moderate to high

---

**Educational Requirements:** High School Diploma or equivalent

---

**Experience, Abilities and Qualifications:** Experience in animal sheltering or veterinary care preferred but not required, High level of customer service, ability to multi-task and thrive in a high stress environment, proven organizational skills and effective communication, competent animal handler

---

### At Will Employment:

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Great Plains SPCA that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Great Plains SPCA at any time without cause.

Great Plains SPCA is an equal opportunity employer. We do not discriminate against any employee or applicant because of race, color, sex, religion, age, national origin, disability, or any other basis protected by applicable federal, state, or local law. We assure you that your opportunity for employment with Great Plains SPCA depends solely on your qualifications.

**Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.**

I have read and understood the duties and expectations as described in this position description.

---

Employee Name

---

Date