

East Valley Bunny Rescue

Adoption Volunteer Position

- Purpose:** The position of *Adoption Volunteer* supports East Valley Bunny Rescue's ultimate goal of finding homes for all rescued animals in its care.
- Job Title:** Adoption Volunteer
- Location:** Any of three or four adoption locations in the southeast valley (east Mesa, east Gilbert). Scheduling preference will be given in consideration of the Adoption Volunteer's proximity to each.
- Responsibilities:** The Adoption Volunteer (1) assists a Lead Adoption Volunteer to facilitate finding "forever homes" for every animal under EVBR care by:
- (2) Supplying food and water to all animals at the given location.
 - (3) Cleaning cages and kennels of all animals at the given location.
 - (4) Visiting with prospective Pet Parents about general care and specific pets.
 - (5) Assisting Lead Adoption Volunteer with completing adoptions (paperwork).
- Reports to:** Lead Adoption Volunteer of the given location
- Length of Duty:** While no set "tour of duty" is established, this position is best filled by a volunteer willing to give a long-term commitment;
- * A long-term commitment allows the volunteer to realize a routine.
 - * A long-term commitment allows the volunteer to become a recognizable and, thereby, trustworthy "face" at the adoption location(s).
 - * A long-term commitment allows the volunteer to see and learn the Lead Adoption Volunteer duties should the Adoption Volunteer wish to advance in standing.

Time Required: Our “Adoption Events” happen every weekend. Official public times are 11:00 - 3:00 both Saturday and Sunday. Volunteer time begins an hour earlier at 10:00.

Therefore, the Adoption Volunteer will be required to be on location for 4-5 hours each adoption day.

Scheduling can allow “Saturday only” or “Sunday only” duty, if needed. However, we do hope that an Adoption Volunteer will be able to help on the two consecutive days of the weekend. Inability to “show” for both Saturday and Sunday “duty” will not, in any way, disqualify a prospective volunteer.

While we admire and respect dedication, we have found that it is unrealistic to expect an Adoption Volunteer to be present on every weekend. Scheduling will obviously be made with other Adoption Volunteers to avoid “over-working” any one person.

Qualifications: Adoption Volunteers MUST be 16 or over with reliable and independent means of transportation. ALL volunteers are required to sign a liability waiver. The ability to “think on your feet” along with natural “people skills” are a plus.

The only repetitive physical requirement would be the ability to lift a food or water canister during feeding and a litter box or cage tray during cleaning.

Occasionally, a cat may get loose by accident or even be let loose for a little exercise. The Adoption Volunteer must be able to “apprehend” the cat, as required.

Support: All Adoption Volunteers will have both supervision and direction from a Lead Adoption Volunteer, however, no orientation is offered for this position other than this Position Description. This is considered an “on the job training” position.

Meals, etc: The time frame of the Adoption Volunteer “duty” obviously overlaps the lunch hour. “We buy - You fly” lunch (pizza, sandwich, etc) will be provided, but you can certainly “brown bag”. There are several good eateries within walking distance of each Adoption Event location and snack machines on the premises.