

Adoption Counselor Job Description

Position Summary: The Naperville Area Humane Society (NAHS) is seeking an outgoing, energized individual to facilitate good matches between adopters and our animals. We are looking for individuals who enjoy working in a fast paced environment and find working with people as enjoyable as with animals! Candidates must possess strong customer service skills with the ability to prioritize visitor needs.

Candidates should have a strong understanding of animal behavior and best practices for care and be able to articulate that to potential adopters. Candidates need the ability to engage in conversation in order to facilitate solid exchange of information with regard to the needs of our animals. All candidates need the ability to facilitate dog and cat introductions. The ability to multi-task and solid computer skills is a must. Answering phones, updating animal bios on the website, scheduling appointments and maintaining our office are additional components of the position.

This position works to educate adopters on best practices for pet ownership and needs to be able to act as an expert in regards to animal care. Candidates without the proper experience may not be considered. This position is part-time with the possibility of turning into a full-time position.

Requirements:

- Associates degree, preferred
- Minimum of 1-year animal handling experience required
- Must be available to work evenings and weekends.
- Must be able to stand for long periods, kneel, and have the ability to lift 50lbs.
- Excellent customer service skills
- Squarespace website editing knowledge preferred
- IL Driver's license