



## POSITION SUMMARY

### **Wayside Waifs Inc.**

**Title:** Admissions Counselor  
**Department:** Admissions  
**Reports to:** Admissions Manager  
**Updated:** July 2019  
**Approved by:** Vice President, Operations  
**Status:** Non-exempt  
**Schedules:** Full-Time  
Hours to Determined, will include some  
Evening and weekend hours

#### **The Mission of Wayside Waifs**

*Wayside Waifs is a charitable animal shelter whose purpose is to place adoptable companion animals in responsible homes. To accomplish this, we employ 3 key strategies:*

- *Providing temporary shelter for homeless companion animals*
- *Educating the public*
- *Developing partnerships, collaborations, and strategic alliances*

### **POSITION SUMMARY**

It is the primary responsibility of the Admissions Counselor to ensure that all aspects of the animal intake process are handled in a smooth, friendly, and efficient manner, while providing exceptional customer service and compassionate counsel to members of the public when surrendering their pets.

### **PRIMARY ACCOUNTABILITIES**

1. Ensure that all animals are provided the highest level of care, are treated with respect and compassion, and that all job functions are performed at a standard to achieve overall operational goals for the organization.
2. Ensure smooth and efficient flow of the animal intake process by:
  - a. Processing all intake surveys, assessing the animal's adoptability and scheduling appointments. .
  - b. Coordinating and executing shelter-to-shelter transfers.
  - c. Demonstrating a high level of communication with the Admissions Manager and other teammates.
3. Establish and demonstrate effective working relationships with the public and co-workers, animal control, volunteers, and transferring partners.
4. Ensure the public has a positive experience when surrendering an animal to Wayside Waifs by delivering exceptional and knowledgeable customer service.
5. Attend training required to enhance knowledge and animal handling skills.
6. Comply with all Wayside Waifs' policies and best practices, including a high standard of dependability for punctuality and attendance.

### **PRIMARY TASKS & DUTIES**

- Pull surveys off website and respond within 24-48 hours.
- Conduct behavior assessments during transfers.
- Provide counsel and information to the public about all shelter services, policies and procedures, as well as community resources available for their pet.
- Process animals into the shelter by vaccinating, drawing blood, taking a photo, collaring and scanning the animal for a microchip.
- Impound all animals into the computer system.



## POSITION SUMMARY

### **Wayside Waifs Inc.**

- Enter assessments into the computer system.
- Update directives on behavior animals and post updates on social media groups.
- Assist with re-assessment of canines that have a length of stay of 30 days or longer.
- Assist with transfers including travel to other shelters to acquire animals, load and unload crates, disinfect crates and vehicle.
- Additional related tasks as assigned.

### **ESSENTIAL FUNCTIONS/ KEY COMPETENCIES**

- Exceptional customer service and animal management skills.
- Ability to prioritize tasks, multi-task and manage time wisely as required for success in the position.
- Ability to coach and counsel the public under stressful situations.
- Ability to communicate effectively and professionally with co-workers, management and public while demonstrating an upbeat, team-oriented and positive attitude.
- Ability to perform clerical duties such as data entry, answering a multi-line phone system, returning phone calls, filing, making copies as needed, etc.

### **POSITION REQUIREMENTS**

#### Experience

- General computer experience required.
- Demonstrated experience working effectively with people in a variety of high-stress situations.
- Knowledge of animal behavior is a benefit.

#### Physical

- Must be able to lift 50lbs to waist height in order to move animals from kennels, lift food bags, and push and pull a force (i.e. pushing water with the squeegee).
- Repetitive bending, kneeling, stooping and similar movements required
- Must be able to physically restrain animals weighing up to and including 100 lbs
- Able to work with exposure to wet and/or humid conditions and outside weather condition.
- Significant amount of standing during a typical day, exposure to fumes, animal smells and airborne particles.
- Noise level is moderate to high.
- Exposure to animal waste.

#### Education

- High School diploma or GED