Job Title: FELINE FRIEND – MOUNDS SUN PRAIRIE

Reports to: Satellite Adoption Centers Coordinator; DCHS Mounds Adoptions Staff

Trained by: Trained Staff/Volunteers – DCHS Mounds Adoptions Staff

Scope of Position: This position supports Dane County Humane Society’s mission and core values by assisting with the overall care of animals by providing a clean and enriching environment during their stay at Dane County Humane Society’s Mounds Satellite Adoption Center in Sun Prairie.

Duties and Responsibilities:

- Provide socialization for cats
- Communicate with staff and fellow volunteers regarding animals’ medical & behavioral health
- Direct visitors to adoption counselors for adoption inquiries
- Help keep adoption center clean and orderly

Qualifications and Requirements:

- Minimum age of 18 years old
- Reliable attendance and ability to work independently required
- Good animal handling skills, with a good understanding of responsible pet care
- Excellent customer service and communication skills
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to two hours

Training, Schedule and Commitment:

- Attend all training sessions and continuing education as required by this position
- Shifts are available between 11am and 5pm, seven days a week
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months