



CAT ADOPTION COUNSELOR NEEDED (24 HRS/WK)

Want to become a part of one of New England's most respected and effective animal welfare organizations? The Merrimack River Feline Rescue Society is hiring. We're looking for passionate, skilled and people-friendly professionals to join the team that's helped over 117,000 cats since our founding in 1992. Our goal is to make every interaction with our organization a positive experience for the cats and cat guardians who rely on us for spay/neuter, adoption, veterinary assistance, and other services. We love what we do...and we think you'll love working with us!

Job Description: Adoption Counselor

Overview: The Adoption Counselor is responsible for working with the Adoption Program Coordinator to conduct adoptions and provide assistance to the adoption program.

Reports to: Adoption Coordinator

Schedule: Weds-Fri 11:00am-4:00pm, Sat 11:00am-5:30pm, Sun 3:00pm-5:30pm (*weekends are required)

Key Responsibilities:

- Greet all visitors to shelter.
- Work with potential adopters to match them with the right cat or kitten.
- Process adoption applications and complete adoption process with adopters.
- Explain all basic health care protocols, health records, and health issues to adopters. Work with healthcare staff to explain any complicated conditions or medical records.
- Become familiar with various feline health, behavioral, and placement issues and MRFRS's position on these issues (including, but not limited to FIV, FeLV, indoor/ outdoor cats, declawing, "open" adoptions, etc.). Serve as a resource to callers, visitors, and adopters on all of these issues.
- Become familiar with all MRFRS programs and other local resources in order to assist callers and visitors with a variety of needs.
- Assist with answering shelter phone during open hours.
- Assist with supervising shelter cat care volunteers as needed.
- Serve as staff point person for weekend afternoon cat care shifts (Saturday & Sunday). Give meds and cover staff-only areas as needed.
- Attend all special adoption events and major MRFRS fundraisers (Strut for Strays, Fur Ball).
- Participate in major holiday (Thanksgiving, Christmas, New Year's Day) cat care rotation with other adoption center staff (usually one shift/year).
- Other duties as assigned.

Qualifications

- Outstanding customer service skills and a strong desire to work with people.
- Ability to treat both people and animals with compassion.
- Extraordinary tact and diplomatic skills.
- Ability to remain levelheaded and calm at all times.
- Excellent communication skills, both written and oral.
- Prior cat-handling experience preferred.
- Basic computer and math skills required.
- Ability to bend down to reach into cages, climb stairs, and lift up to 40 lbs. required.

To apply, please send a letter of interest, resume, and references to Brit Fox Hover at hr@mrfrs.org. No phone calls please. For more information about the Merrimack River Feline Rescue Society, please visit mrfrs.org.