



ANDERSON HUMANE

Adoption & Resource Consultant

Job description

Anderson Humane is a one-of-a-kind, non-profit, animal welfare organization. We focus on creating and supporting mutually beneficial relationships between people and animals through adoption, veterinary care, community programs, and wildlife rescue.

Our Adoption & Resource Consultants are highly visible representatives of Anderson Humane at our South Elgin shelter and Bloomingdale adoption center. Our Consultants promote meaningful communication with our community while facilitating animal adoptions. This role requires that Adoption and Resource Consultants practice humane handling of the animals while providing a clean, safe, and enriching space at our Bloomingdale adoption center.

Reports to: Director of Adoptions

Job Type: Part-time, Non-Exempt, Onsite

Duties and Responsibilities (to include, but not limited to)

- Treat all animals humanely and with care and compassion at all times promoting Anderson Humane's mission.
- Apply Fear-Free methodology in animal handling, enrichment, and training.
- At our Bloomingdale adoption center, animals' immediate needs must be met throughout the day:
 - Living areas are routinely cleaned, sanitized, and clutter-free.
 - Physical activity and mental enrichment are provided.
- Acquire a strong understanding of the internal movement of our animals from intake until adoption including the routing and filing of animal paperwork.
- Update the database routinely with accurate animal and adoption information; maintain organized files of corresponding paperwork.
- Engage in positive, and constructive relationships with the public; respond to requests clearly and concisely.
- Assess adopter suitability and facilitate introductions to ensure appropriate animal matches.
- Engage in opportunities to counsel adopters in pet ownership responsibilities including Fear Free handling and training methodology.
- Maintain accurate and detailed financial records of cash, credit, and check handling following financial policies and procedures.
- Attend any events, meetings, or programs as assigned.
- Other duties as assigned.

Work Environment

- Part-time; available to work a flexible schedule of mornings, afternoons, and evening shifts on weekdays, weekends and holidays.
- Shared workspaces.
- Ability to work with animals of all temperaments and species.
- Exposure to high noise levels, animal allergens, occasional zoonotic illnesses, and animal scratches and bites.
- Work may be performed outdoors with exposure to all weather conditions.
- Regularly active including walking, standing, and lifting up to eight hours a day or more.
- Ability to lift up to 50 pounds with assistance.

Candidate Requirements

Education and Expertise

- A minimum of 1 – 2 years of professional customer service experience required.
- Non-profit experience preferred.
- Must have own transportation.



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Knowledge, Skills, and Abilities

- Desire to work with the public.
- Commitment to animal welfare and the mission of Anderson Humane.
- Demonstrates a fundamental understanding of the behavior and body language of dogs and cats.
- A sense of comfort handling domestic animals.
- Proficiency with Microsoft Office and Google Suite.
- Demonstrates the ability to manage priorities in a constantly changing environment.
- Initiative; successful working independently as well as part of a team.
- Interpersonal communication skills that showcase warmth and inclusion; Spanish fluency is a plus.

Euthanasia Statement

Anderson Humane's staff, interns, and volunteers must understand and accept that, even though all reasonable accommodations are made to support the physical and emotional health of our animals, there are situations in which animals must be euthanized.

LK Aug25