Position: (1) Special Species Adoption Agent

Available: Immediately

Duties:
1. Interviewing potential adopters
2. Adoption counseling for potential adopters
3. Creating adoption profile write-ups
4. Maintain awareness of current animal population
5. Educating potential adopters on various animal related topics
6. Entering client information into computer software program and processing adoptions
7. Maintaining a positive role as a member of the adoption team
8. Answer general inquiries about the THS and animal related topics
9. Other tasks required in the day to day operation of the shelter

Reports to: Coordinator, Special Species Adoption

Job Skills:
1. Strong customer service skills
2. Experience handling a variety of animals such as Rabbits, Guinea Pigs, Rats, Hamsters, etc.
3. Excellent communication, math and computer skills
4. Must be able to work well both individually as well as be a strong team player

- This position is a non-unionized position.
- Interested applicants should forward a copy of their resume to: Eric Jensen at ejensen@torontohumanesociety.com
- If requested a detailed Job Description can be made available.