

## **Volunteer Job Description: Adoption Events Team Member**

### **Position Title:**

Adoption Events Team Member

### **Location:**

ASTRO Foundation, 157 N 5th Avenue, Oakdale, CA.  
Petco, 2341 Claribel Rd., Riverbank, CA.

### **Reports to:**

Administrative Coordinator, Georgina Retelas

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### **Position Summary:**

Adoption Events Team Members play a vital role in the success of the ASTRO Foundation's adoption events. Volunteers will assist with setting up and running adoption events, engaging with potential adopters, and helping animals find their forever homes. This position is perfect for those who enjoy working with people and animals and want to contribute to our mission of saving lives through adoption.

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### **Key Responsibilities:**

- **Event Setup and Breakdown:**
  - Assist with setting up tents, tables, signage, and animal enclosures at event locations.
  - Ensure all supplies, including adoption materials, leashes, crates, and information sheets, are prepared for the event.
  - Help clean up and pack away supplies after the event is over.
- **Animal Care at Events:**
  - Monitor animals during the event to ensure their safety, comfort, and well-being.
  - Provide water, food, and bathroom breaks for animals as needed during the event.
  - Assist with walking dogs, cleaning up after them, and ensuring they are kept calm and comfortable.
- **Engage with Potential Adopters:**
  - Greet event attendees and provide information about the animals available for adoption.
  - Answer questions about the adoption process, animal care, and specific animal personalities or needs.
  - Facilitate meet-and-greets between potential adopters and the animals, ensuring safe and positive interactions.
  - Assist with the completion of adoption paperwork, ensuring all documents are filled out accurately.

- **Promote the ASTRO Foundation's Mission:**
    - Represent the ASTRO Foundation professionally and positively to the public at all times.
    - Educate the public about the importance of adoption, spaying/neutering, and responsible pet ownership.
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### **Qualifications:**

- **Animal Handling Experience:** Must be comfortable handling both cats and dogs in a public, sometimes busy environment.
  - **People Skills:** Ability to engage with the public, answer questions, and represent the Astro Foundation in a friendly and informative manner.
  - **Physical Ability:** Able to lift up to 30 lbs, set up event equipment, and walk dogs of varying sizes.
  - **Flexibility:** Willingness to adapt to the needs of each event, whether that means helping with setup, caring for animals, or assisting with paperwork.
  - **Reliable Transportation:** Ability to travel to different event locations (within Oakdale, Riverbank, Escalon and surrounding areas).
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### **Training and Support:**

- **Adoption Process Training:** Volunteers will receive training on how to assist with the adoption process, including paperwork and interacting with potential adopters.
  - **Animal Handling:** Guidance on safe and effective handling of animals during adoption events.
  - **Event Procedures:** Training on the setup, breakdown, and general flow of adoption events, ensuring volunteers are well-prepared to assist.
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### **Time Commitment:**

- Volunteers should be available for weekend events, typically lasting 4-6 hours.
  - Availability to volunteer at least once per month is preferred.
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### **Benefits:**

- Be an integral part of helping animals find loving homes.
- Gain experience in event coordination, animal care, and customer service.
- Join a passionate and dedicated team working to save animals in our community.

- Interact with a variety of animals and meet like-minded animal lovers.
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### **How to Apply:**

To become an Adoption Events Team Member, visit [www.astrofoundation.org/volunteer](http://www.astrofoundation.org/volunteer) to fill out the volunteer application, or contact us at [info@astrofoundation.org](mailto:info@astrofoundation.org) or (209) 604-2649 for more information.

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**The ASTRO Foundation is committed to providing a welcoming and inclusive environment for all volunteers.**