

**City of San José**  
**Department of Parks, Recreation & Neighborhood Services**  
**Volunteer San José**  
**JOB DESCRIPTION**

**Job Title:** Dog Adoption Acquainter Pal

**Supervisor:** Animal Behaviorist / Sr. Animal Care Technician

**Length of Commitment Desired:** Minimum 6 months– \* 10 volunteer hours per month

**Dates volunteer is needed:** From December 2003 to Ongoing

**Location of volunteer work (address):** 2750 Monterey Rd.

**Duties:**

- Take dogs out of kennel to meet potential adopters
- Make adoption recommendations to best match home & lifestyle
- Dispense care and training advice
- Help new pet owner select appropriate products from shelter store
- Select and dispense appropriate written behavior materials for new adopter

**What is fun and meaningful about this job?** This position helps adopters select a dog that is most suited to their home environment and lifestyle. A dog that has a temperament that is compatible with its new family has a better chance of being kept and not returned to the shelter. Also, first time dog owners may not be aware of how to care for and acclimate their pet to their home. Someone to guide them on these important issues makes for a happy and long term adoption!

**Desired Qualifications:**

The volunteer must:

- Have experience and knowledge of dog breeds, behavior, and care
- Be designated Level III Dog Socializer Volunteer
- Have a positive attitude
- Be dependable
- Have the ability to work independently
- Have the ability to lift and carry up to 50 lbs.
- Be willing to adhere to the policies and procedures as instructed

**Minimum Age Requirement:** 18

**Training:** (\* all training in-house at Animal Care Center)

- ACS Orientation
- Safe Animal Handling Class

**Number of Volunteers Needed:** TBD

**Comments/Other:**