



## **Volunteer Role Description**

### **Adoptions Assistant Volunteer Effective January 2026**

The Adoptions Assistant Volunteer supports the Adoptions Team by welcoming visitors, assisting patrons as they navigate the shelter, and helping create a positive and organized adoption experience. This role serves as a key point of contact for visitors and helps ensure the adoptions area remains welcoming, safe, and well managed.

#### **This role may be a good fit if you:**

- Have a cheerful and friendly disposition and enjoy greeting visitors
- Like talking about cats and Cat Care Society
- Are comfortable directing visitors, deliveries, and donations as needed
- Are able to work independently and follow guidance from staff
- Have strong communication skills
- Are able to bend frequently, use stairs or an elevator, and lift up to 25 pounds with assistance from carts when needed

#### **Key responsibilities include:**

- Greeting patrons as they arrive at the shelter
- Informing patrons of shelter guidelines and managing visitor sign-in
- Monitoring the adoptions area and supporting a positive visitor experience
- Answering patron questions and directing them appropriately
- Cleaning up spills or messes as needed in the adoptions area
- Observing patron interactions with cats and alerting staff to concerns
- Learning about cats available for adoption to better assist visitors
- Checking inventory and restocking supplies as needed

**Time & Place:**

- This role is on-site at the Cat Care Society shelter in Lakewood, Colorado
- Available days are Thursday through Sunday
- Available shifts are from 11:00 AM-1:00 PM, 1:00-3:00 PM, and 3:00-5:00 PM Thursdays-Sundays.
- Volunteers are supported by the Shelter Manager, Adoptions Team, and Volunteer Coordinator

**Required Commitment:**

- Completion of required volunteer training is required
- Volunteers are asked to commit to a minimum of one two-hour shift per week, with additional time welcome based on availability

**I'm ready to start, what's next:**

- Submit a volunteer application
- Participate in an interview with the Volunteer Coordinator
- Complete all required paperwork and background checks
- Receive approval for a regular volunteer shift
- Complete required training videos
- Attend in-person volunteer orientation
- Attend a hands-on training shift at the shelter

**The perks of the position:**

- Supporting adoption goals and positive outcomes for cats
- Serving as a welcoming first point of contact for visitors
- Representing Cat Care Society in a meaningful, hands-on way
- Receiving a volunteer discount in the Meow Mart
- Enjoying plenty of cat snuggles and serotonin boosts