PAWS Shelter of Central Texas is a No Kill facility in Kyle that believes in second chances! We're a hard-working, compassionate group who cares for 100+ wonderful dogs and cats in our care and finds loving homes for 1,000 deserving animals every year.

PAWS is currently seeking a Cat Adoption Counselor for our off-site adoption location at PetSmart in Sunset Valley. He/she will be responsible to find great homes for our cats and kittens while creating a positive experience for prospective adopters. Applicant must have previous cat experience and some knowledge of animal health/behavior. The applicant must also be prepared to volunteer for one full shift with another PAWS adoption counselor as part of the interview process. Once hired, adoption counselor is expected to work Wednesday through Sunday from 3-7pm for a total of 20 hours/week. Weekends are required. No exceptions.

Cat Adoption Counselor

Responsibilities include:

- Actively reaching out to and interacting with the public, specifically talking with prospective adopters to find out what they are looking for in a pet.
- Interacting with and getting to know the animals in order to better match them to appropriate homes.
- Working with volunteers to increase adoptions.
- Helping people through the adoption process, sharing information about animal care and behavior, reviewing adoption applications, interviewing applicants in a conversational way, making decisions to finalize or deny an adoption, and communicating with the applicant in such a manner that maintains a courteous and friendly attitude even when declining an adoption request.
- Willingness and ability to learn about cat behavior, common issues and ways to address them in order to make good adoption matches and to keep animals in homes.
- Thorough cleaning of animal areas and equipment, including spot cleaning of animal and public areas throughout the day in order to prevent/minimize illness as well creating an attractive and comfortable area for the animals.
- Transporting animals, cages and other equipment to and from off-site locations to our shelter in Kyle, TX.
- Monitoring the health of the animals on an ongoing basis, rapidly identifying any health problems or conditions (medical or behavioral) and letting the direct manager/vet tech know of these issues.
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance and promoting a humane and caring attitude toward all animals.
- Working courteously and cooperatively with other staff members.
- Potentially filling in for other areas and performing tasks/functions as needed, including helping out at special events.

Specific Job Skills

- Strong interpersonal skills. The ideal person for this job would be personable, outgoing, patient, professional, compassionate, and able to get along well with a variety of people. Excellent written and oral communications skills.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, good judgment and a professional personal appearance.
- Flexibility and ability to manage multiple tasks.
- The ability to remain pleasant and calm even in stressful situations.
- The ability to ask appropriate questions to gather information along with the ability to feel and show empathy for others.
- The ability to turn people down, firmly when necessary, without becoming aggressive or unpleasant.
- The ability to learn about and understand each cat as an individual, with his or her own personality, habits, past experiences etc.
- Familiarity with cats, knowledge of cat behavior or experience volunteering or working with a rescue group, humane society, foster care involvement or other animal welfare agency/veterinary clinic are a must.

Physical requirements:

- Physical ability to walk/stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms and hands, to hear, to see and to move animals and goods.
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

Educational Requirements:

- High school graduation plus experience working/volunteering with cats.

Immediate Supervisor: Off-site Coordinator

Job Scope:

Performs duties independently with minimal supervision. Mistakes/errors may result in work stoppage, low adoptions, poor customer relations, and/or damage to property or harm to the animals, all of which can have negative implications for the organization.

Pay is DOE.
This position does not offer health benefits.