Animal Shelter Adoption Center
10705 Fulton Street
Brighton, CO 80601
Volunteer Coordinator 303.853.0303

Title: Tour Guide

Primary Responsibility:

To direct tour groups around approved areas of the shelter; to educate and answer questions as required.

Examples of Important and Essential Duties:

- Willingness to work with diverse populations and tailor tour to their needs.
- Comfortable working with and speaking to public groups.
- Must supervise tour to meet safety and hygiene standards of the shelter.
- Flexible schedule required; most tours are scheduled for Saturdays.

Teams With:

- Volunteer Coordinator

Knowledge, Skills and Abilities to:

- Must be comfortable and physically capable of working with a variety of age groups and education levels.
- Excellent verbal communication skills.
- General overall knowledge of shelter policies.
- Willingness to learn and adapt to new shelter policies.
- Knowledge of, or willingness to learn, animal body postures and behavioral cues and act accordingly to maintain safety.
- Knowledge of, or willingness to learn, breed recognition and temperament traits.
- Willingness to follow directions of staff.
- Willingness to update tour materials as necessary.

Requirements:

- Attendance at volunteer orientation and interview with Volunteer Coordinator.
- Training with Volunteer Coordinator.

Time and Place:

- Onsite Monday through Friday 9 AM to 5 PM, Saturday 9 AM to 4 PM, Sunday 11 AM to 1 PM, as tours are scheduled.

Benefits:

- Educate the public regarding safety, pet overpopulation, and the importance of pet identification. Increase our presence within the community. Develop polished public speaking skills. Opportunity to help animals be adopted through greater exposure. Excess volunteer insurance.