

Voice For The Animals FOUNDATION

Date: 6/6/08

Job Title: Adoption Site Assistant
Reports To: Adoption Coordinator
Wage: \$10/hour, plus \$.48/mile

Summary:

The Adoption Site Assistant will assist the Adoption Site Coordinator at our weekly adoption event. The assistant will need to make sure the event is set up and closed down properly as well as help oversee the general functions of the event. This position requires the assistant to work every Sunday from at least 9:30am until 2pm at the Pacific Palisades Farmers Market. The site assistant must be focused and willing to engage the public in conversation during the Sunday adoption events. Since this position requires transporting animals during the week, the assistant needs reliable transportation as well as some animal experience.