

CARE Humane Society

Job Description

TITLE: Adoption Manager
REPORTS TO: Executive Director
FLSA DESIGNATION: Non-Exempt
ADOPTION DATE: June 2025

GENERAL JOB DESCRIPTION:

This Adoption Manager is responsible for the overall adoption-related events, staff and training of. The Adoption Manager is responsible for assisting with hiring, training and overall management of the Blue and Green areas which include the front lobby desk. The Adoption Manager works closely with the Executive Director, Volunteer Coordinator, Director of Development, Rescue/Transport Coordinator, the Health Manager, Intake Manager, Kennel and Behavior Manager and Foster Coordinator.

QUALIFICATIONS:

- One year supervisory experience (required).
- One year experience in shelter operations.
- Proficiency with similar or equivalent computer software relevant to this job description such as Microsoft Office Suite, ShelterLuv, Volgistics, etc.
- Knowledge of proper animal handling.
- Leadership and organizational skills.

DUTIES:

- Assist with training and overseeing day to day duties of assigned areas. This includes training checklist and evaluations.
- Communicate with Volunteer Coordinator for volunteer needs.
- Educate and train employees on all volunteer procedures.
- Develop, implement and maintain standard operating procedures (SOPs) related to areas of responsibility.
- Coordinate with Spay/Neuter Admin Asst on staff training with Low-Cost S/N programs.
- Maintain safe working conditions for employees, volunteers, community service workers, customers, guests, and animals.
- Works closely with the Executive Director, Behavior and Kennel Manager, Rescue Coordinator and Health & Intake Managers to oversee and organize volunteers to assist with landscape, dog walking, adoption events, transport and other maintenance and assign volunteers as needed to kennels, maintain buildings and grounds.
- Training adoption staff for offsite adoption events.
- Oversees all required documentation for adoptions, volunteers and fosters that are processed through adoption staff members.
- Ensures proper customer service from the assigned area.

- Models punctual, regular and reliable attendance.
- Completes required reports by established deadlines.
- Attends meetings, conferences, workshops, and training sessions.
- Performs other duties assigned.

BASIC ABILITIES/PERSONAL QUALITIES REQUIRED TO SUCCESSFULLY PERFORM THIS JOB:

- A love of animals and people.
- Ability to communicate clearly orally and in writing.
- Ability to lift 50 pounds and move with reasonable speed and dexterity in the execution of this job description.
- Knowledge of the safe and humane use of animal handling equipment.
- Desire to learn what you don't already know and be open to new ideas.
- Possession of or the ability to readily attain a valid driver's license for the shelter vehicle to be operated.

APPROVALS

Executive Director: _____ Date: _____