



VOLUNTEER POSITION

Adoption Application Review Team

Reports to: President

Time Commitment:

This is a position that can be done from the comfort of your own home. The time commitment varies, but it should not exceed 5 hours per week. We are asking for a 6 month commitment of this position.

Duties:

- Reviews all adoption applications within 24 hours
- Reply to all adoption inquiries sent to adoption inbox
- Follow up on applications with a 15 min phone call
- Notify foster that their pet has an approved adopter
- Connect foster and adopter to arrange a meet and greet (email or text)
- Manage and train additional volunteers on this team.

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Good communication skills
- Good at writing (or at least basic grammar and spell check) ;)
- Desire to help animals get adopted and into their forever homes!

Additional Information:

We have a lot of goals and plans for this year and getting meet and greets scheduled in a timely manner with great communication is imperative! We are expecting our Adoption Application Review Team to tend to all of these duties very diligently like any paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.