



MAUI HUMANE SOCIETY
VOLUNTEER JOB DESCRIPTION

POSITION TITLE: **FRONT OFFICE GREETER**

PRIMARY PURPOSE: To greet and welcome visitors as they enter the shelter

REPORTS TO: MHS Director of Customer Relations, Dale Netz

WORK SCHEDULE: Various days during Adoption Hours, minimum 3 hours per week

Adoption Hours:	Monday	10am – 4pm
	Tuesday	10am – 4pm
	Wednesday	10am – 4pm
	Thursday	12pm – 6pm
	Friday	10am – 4pm
	Saturday	10am – 4pm
	Sunday	12pm – 6pm

RESPONSIBILITIES:

- Ensure each MHS visitor feels welcome and comfortable
- Confirm each MHS visitor is wearing shoes
- Communicate hand sanitization process when touching animals
- Familiarization with lobby handouts and adoption application
- Direct visitors to the location of dog kennels, pocket pet land, cat building
- Become familiar with MHS adoption process

REQUIREMENTS: Must be able to follow direction independently

TRAINING: Training will be provided by MHS Director of Customer Relations, Dale Netz