



**Title:** MAC Capitan

**Department:** Community Engagement

**Reports to:** Director of Community Engagement & Volunteer Manager

**Updated on:** 4/11/16

**Status:** Unpaid Volunteer

**Hours:** TBD

**Brief Description:**

MAC volunteers attend Mobile Adoption Center events at various locations in the community, assisting with pet care and pet showings. Volunteers are responsible for pet exercise and entertainment, as well as dispersing information to the general public. MAC volunteers may also assist with adoptions.

**Responsibilities:**

- Meet Mission & Vision of Tulsa SPCA.
- Comply with all Tulsa SPCA policies and procedures, including a high standard of dependability for promptness and attendance.
- Responsible for the safety of animals, volunteer, and SPCA property during MAC events.
- Responsible for driving the MAC to and from off-site events.
- Responsible for MAC adoptions.
- Assist with loading and unloading animals and supplies from MAC at event locations.
- Responsible for showing dogs and providing pertinent information to potential adopters.
- Assist with merchandise sales and donation receipts.
- Assist with cleanliness on and off the MAC.

**Qualifications:**

- At least 18 years old
- Must exhibit strong interpersonal and customer service skills; along with excellent verbal and written communication skills.
- Must have a valid driver's license with a clean driving record.
- Must exhibit strong skills of attention to detail, and task orientation.
- Flexible and adaptable to fast paced environments, and stressful situations.
- Multi-task and self-starter, ability to learn quickly.
- Must remain professional, calm, polite, friendly and empathic at all times; even during stressful situations.
- Must complete Adoptions, cat, and dog 101 training.