

**Join our team!**  
**Volunteers are an integral part of our organization and help fulfill our vision and mandate.**

**The Vision of the Fredericton SPCA**

Proactive education and community-outreach services dedicated to animal welfare.

**The Mandate of the Fredericton SPCA**

The Fredericton SPCA positively impacts animal welfare by:

- Advocating and promoting humane, responsible, animal guardianship; and
- Providing temporary shelter, care and adoption opportunities for animals in need.



**Adoption Center Host**

First impressions are ever lasting. Our hosts are the initial point of contact for the public walking through our doors and are key in providing information on our animals, programs, and culture. If you truly enjoy working with people and are looking to gain customer service experience or already have experience in this area, this may be the role for you!

**Skills/Experience:**

- Strong desire to work with the public.
- Excellent communication skills.
- Excellent interpersonal skills.
- Ability to work independently.
- Positive attitude and willingness to learn.
- Dependable and committed to your scheduled shift.
- Customer service experience is an asset.

**Responsibilities:**

- Greeting everyone coming into the adoption center.
- Assist the public by showing them around our facility.
- Provide basic information on the adoption process, FSPCA membership, sponsorship, upcoming events, education & volunteer programs, etc.
- Assist with paperwork, filing, and office admin when required.

**Benefits For You!**

- Interact with animals, staff, fellow volunteers and the public.
- Witness animals being adopted into wonderful homes.
- Participate in professional development opportunities, educational events and gain new skills.
- Contribute your skills to make a positive difference in your community.
- Track your hours and gain references for your resume or education.

**Time Commitment**

- Program runs 7 days a week.
- Two daily shifts available: 11:00 – 1:30 & 1:30 – 4:00
- Volunteers are required to commit to one 2 – 3 hours shift, per week.

**Number of positions**

- 1 – 2 volunteers per shift

**Requirements for the Position**

- Volunteer application
- Attend information session
- Complete interview & submit criminal record check
- Participate in workshop & buddy training sessions
- Report to FSPCA staff