

Franklin County Animal Rescue

30 Sunset Meadows St. Albans VT 05478 | 802 524-9650 | franklincountyanimalrescue.org
Founded in 1964 – the only humane society in 877 square miles of northwest Vermont



Job Title: Animal Care Team Member

Reports to: Shelter Manager and/or Executive Director

Directly Supervises: Shelter Interns / Shelter Volunteers

Purpose of Position:

This position is responsible for the daily care of animals, along with thorough cleaning and maintenance of their enclosures. Our staff strives to provide a healthy, comfortable, and low-stress environment that allows felines and canines to adjust to a shelter setting.

Staff are expected to perform daily tasks in accordance with written protocols (SOPs) to ensure the safety of themselves, the animals, fellow staff members, volunteers, and the public. Staff routinely work with cleaning agents, including disinfectants, bleach, and other approved cleaners.

Ideal candidates demonstrate strong compassion for animals and people, excellent customer service skills, teamwork, adaptability, and attention to detail.

Responsibilities include:

- Safe and comfortable handling of a wide range of domestic animal personalities, including friendly, fearful, stressed, scarred, and fractious animals
- Use of defensive handling techniques, behavioral deferment strategies, and appropriate body language to reduce stress and prevent injury when working with fearful or aggressive animals
- Cleaning and disinfecting animal rooms, cages, kennels, and common areas to outlined shelter, ASPCA, and biosecurity standards
- Feeding animals according to prescribed diets and schedules
- Administering medications via all approved routes, including oral, topical, ophthalmic, injectable (subcutaneous and intramuscular where credentialed), and subcutaneous fluid administration per SOP and veterinary direction
- Administering vaccinations according to shelter protocols and veterinary authorization
- Performing intake physicals, including visual health assessments, temperature checks, body condition scoring, and parasite screening
- Collecting and recording accurate vital signs and sample data (e.g., weight, temperature, fecal samples)
- Performing blood draws and sample collection where credentialed and authorized
- Administering routine veterinary technician services as noted in individual animal profiles
- Performing animal intakes, documenting medical and behavioral information in the shelter database, and providing individualized behavioral observations and feedback to the management team
- Monitoring animals daily for signs of illness, injury, stress, or behavioral decline and escalating observations per veterinary guidelines
- Grooming, nail trimming, basic coat care, and assisting with foundational obedience and handling training

- Sorting, folding, and managing laundry; operating washers and dryers
- Sweeping, mopping, and sanitizing the facility in accordance with ASPCA and shelter health guidelines
- Managing, supervising, mentoring, and training volunteers and interns in safe handling, sanitation, and animal welfare practices
- Serving the public by assisting with surrenders, adoption counseling, and education when front desk staff are unavailable
- Supporting quarantine protocols and best practices for intake, isolation, fostering, adoption, and transport
- Other responsibilities as directed to ensure smooth shelter operation and high standards of animal husbandry

PERIPHERAL DUTIES: Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative individuals with disabilities to perform the essential functions.*

- Demonstrated animal handling experience in a kennel, shelter, veterinary, or similar environment
- Strong understanding of animal behavior, stress signals, fear responses, and de-escalation techniques
- Ability to use defensive interaction skills and read animal body language, particularly with fractious or fearful animals
- Comfortable working closely with animal dander and in noisy, physically demanding environments
- Adept at flexible multitasking with excellent attention to detail and record accuracy
- Comfortable receiving and applying direction, feedback, and coaching
- Mature, friendly, and outgoing personality with a commitment to superior animal care and welfare
- Ability to work effectively under pressure, time constraints, and emotionally challenging situations
- Integrity, honesty, and professionalism when dealing with animals, staff, volunteers, and the public
- Willingness and ability to perform heavy physical labor related to cleaning, organizing the facility, and handling animals
- Ability to bend, twist, and repeatedly lift at least 50 pounds throughout a scheduled shift
- Weekend and holiday work is required
- Strong teamwork skills with the ability to problem-solve, pitch in where needed, and work with a wide range of personalities
- Willingness to follow ASPCA guidelines, shelter SOPs, and animal welfare regulations
- Understanding of guidelines for veterinary observation, documentation, and medical actions taken only with veterinary consultation

EXPERIENCE

- Minimum of one year paid animal care experience in a professional setting with supervisor reference required
- Shelter experience strongly preferred

EDUCATION

- High school diploma or equivalent required
- Additional certifications or credentials related to veterinary care, animal behavior, or shelter operations are strongly valued
- Fear Free® Shelter or Fear Free® Veterinary certification or willingness to obtain
- Minimum clinical hands-on animal care experience required
- Veterinary Technician certification or equivalent training preferred
- Formal animal handling or training certification preferred
- Shelter medicine or shelter operations experience strongly preferred

SUPERVISION EXERCISED: Animal care volunteers and interns. Others as assigned.

POSITION TYPE / EXPECTED HOURS OF WORK: This position weekly works 14-28 hours and is to overlap with the daily public hours of the shelter. Weekend and Holidays time is required

TRAVEL: Travel is primarily local during the business day, although some out-of-the-area may be expected.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires extensive travel.

The job requires significant physical exertion. While performing the duties of this job, the employee is required to work with, lift and move animals; clean cages and other parts of the shelter; touch, manage and move medical instruments, supplies and equipment; and do other physical tasks. The employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT: The noise level in the work environment is usually moderately loud; when on travel, variable. This job operates in both a office environment, active rescue organization and a medical clinic with animals and members of the public onsite. This role routinely uses standard office equipment such as computers and phones.

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change its contents at any time. The Franklin County Animal Rescue complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled*

veteran or veteran of the Vietnam era. The Franklin County Animal Rescue is an Equal Opportunity Employer.