

Position: Animal Care**Reports to: Shelter Manager and/or Executive Director****Direct Supervises: Shelter interns/Shelter Volunteer**

This position is responsible for daily care of animals all along with the cleaning of their enclosures.

Our staff strives to provide a healthy comfortable space that will allow felines and canines to adjust to their new environment. Staff is expected to perform daily tasks in accordance with protocols to keep themselves, the animals, fellow staff members, visitors and volunteers safe.

Staff routinely will be working with cleaning agents such as disinfectants, bleach, and other cleaners. Team members have compassion for animals and human beings alike the ideal customer service skills teamwork and attention to detail skills would be wonderful.

Essential animal care duties

- Safety and comfortably handling a variety of domestic animals
- Cleaning and disinfecting animal rooms cages and the facility
- Feeding and administering medication to animals
- Sorting and folding laundry as well as operating washer and dryers
- Sweeping mopping and vacuuming throughout the facility
- Spending time with animals to provide comfort and help ease stress and provide individual behavioral feedback to the management team
- Perform animal intakes entering records into database and providing support to members of the public who are relinquishing animals
- Socializing and working on basic obedience Nail trimming grooming with animals
- Other responsibilities as directed

Knowledge skills and abilities

- Animal handling experience in a kennel environment preferred
- Must be able to work closely with animal dander
- Adept inflexible multi's tasking abilities as well as excellent attention to detail
- Comfortable receiving direction feedback and guidance when appropriate
- Mature, friendly, and outgoing personality with a commitment to superior animal care
- Ability to work well under pressure time constraints in emotional situations
- Interest in animals and commitment to animal welfare
- Integrity and honesty in dealing with all facets of the position both with the public in animals
- Willing Ness an ability to do moderate to heavy physical labor in relation to cleaning the facility and handling animals
- Able to bend twist and lift with a weight of at least 50 pounds repeatedly throughout the course of a day's shift
- Weekend and holiday work is required
- Understanding and willingness to work as a team member with a variety of different personalities pitch in when needed in having fun problem solving skills
- Willing to try new processes or ideas of animal welfare
- Valid Vermont State license in reliable transportation.

*Experience caring for animals and a flexible schedule is preferred.

Duties include

- Feeding and administering medications as needed
- Cleaning enclosures
- Serving the public with surrenders and adoption counseling as needed
- Additional duties as required to ensure smooth operation and top-level animal husbandry

Relevant experience one year preferred

Education

High school or equivalent diploma