



POSITION: Animal Care Technician
DEPT: Shelter

Reports to: Kennel Coordinator
Status: Full-time, non-exempt or Part-time, non-exempt
Updated: May 2015

JOB SUMMARY:

Under the direction of the Kennel Coordinator the Animal Care Technician is responsible to: maintain humane and sanitary conditions for animals; monitor the health and progress of animals; provide a warm and welcoming environment in the shelter for potential adopters and visitors; and develop a respectful, congenial relationship with fellow employees of the VBSPCA.

Performs in this position in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

RESPONSIBILITIES

- Perform timely, effective, properly executed cleaning protocols throughout the shelter.
- Ensure the shelter is clean, sanitary, and presentable by removing animal waste during open hours and clearing donations and debris from walkways and the front lobby.
- Maintain the overall look of the building and grounds. Report any concerns to area coordinators.
- Responsible for implementing the day-to-day care of the animals, including their health and mental well-being.
- Implement enrichment programs and behavior modification protocols as indicated by coordinator.
- Counsel individuals regarding adoptions, obedience training, and pet care.
- Continue education regarding companion animal behavior and care.
- Fully participate in shelter protocols to offer all visitors superior customer service.
- Perform other duties as assigned by the coordinator.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High School Diploma or GED
- Experience working with animal welfare organizations and basic animal care knowledge is preferred.
- Customer Service experience.
- Basic level computer skills using various standard office programs such as Word and Excel or other similar type programs.
- Ability to work cooperatively with people and to communicate clearly about VBSPCA's mission,

the care and treatment of animals, and the safety of the public and other employees.

- Must be able to represent VBSPCA professionally at all times.
- Must be able to work flexible hours, including evenings and weekends, in a fast-paced setting.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to communicate effectively in English.
- Ability to restrain animals in a safe and appropriate manner
- Ability to lift and/or move up to 50 pounds.
- Ability to clean kennels and deal with offensive odors.
- Ability to comfortably interact with animals, including wildlife.
- Ability to sit, talk, hear, stand, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.
- Ability to move throughout the building as needed to meet the requirements of the job.
- Physically able to be exposed to cleaning chemicals and offensive odors.

To apply, submit cover letter, resume, [VBSPCA employment application](#), and professional references to Cat.Daniels@vbspca.com