



**Job Title:** Kennel Assistant

**Status:** 15-32 hours a week including weekends and holidays

**Hourly Wage:** \$12.50-15.50 per hour with 90-day probation

**Reports to:** Shelter Director

**Benefits:** PTO, Sick Leave, Companion Life, Time and a half for holidays. Shift differential for weekends.

## **SUMMARY**

Kennel Assistant provides daily care for dogs, cats and other animals in the shelter. The position also assists with providing excellent customer service with surrenders, strays and adoptions. Assisting with maintaining a clean and sanitized shelter at all times. Other duties that are performed are cleaning outdoor runs, bathing/grooming animals as needed, exercising animals, assisting with administering medication as needed, monitoring and recording the behaviors and conditions of the animals, transporting animals to and from the vets, and other duties as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** (includes but not limited to)

- Feed, water and care for animals.
- Clean and maintain cleanliness of kennels, animal cages, outdoor runs, and shelter.
- Must learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior).
- Must possess excellent reflexes.
- should identify their own limitations and be willing to ask for help.
- Must be proficient at animal restraint for various procedures, including the appropriate use of safety equipment for fractious or feral animals.

### **PHYSICAL REQUIREMENTS/DEMANDS:**

- Work standing or sitting for 8 or more hours.
- Lift and carry up to 50 pounds repeatedly throughout the day with help
- Bend and kneel repeatedly.
- See fine detail in a variety of situations.
- Have a reasonable degree of agility to move through tightly cramped areas in various situations.
- Work in potentially extreme environmental temperatures.
- Possess excellent hand eye coordination.
- Assist in adoption of animals, reclaim of stray animals, and intake of stray animals.
- Assist CVT with animal medication and medical procedures.
- Keep medical records of intake and output of all animals on a daily basis.
- Answer phones as needed.
- Promote and provide client service and provide adoption counseling support and front desk assistance as needed.
- Attend meetings and trainings as assigned by the Shelter Director.
- Assist with other duties related to the Adoption Program such as introductions, training, and grooming as assigned.
- Provide positive, unbiased, and objective assistance to the public.
- Assist CVT and/or Veterinarian when needed. Notify CVT changes with any animal.
- Notify the Shelter Director when supplies are needed.
- Work in a positive and friendly manner with customers and co-workers. Be able to work as part of a team.

*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 with or without accommodations.*

## **QUALIFICATIONS**

- Ability to care for and feed animals.
- Simple recordkeeping.
- Ability and willingness to work with and handle animals safely, properly, and humanely.
- Learn symptoms of common animal diseases.
- Ability to establish and maintain effective relationships with the public and co-workers.
- Ability to work outside during winter and summer months.
- Ability to work weekdays, weekends and holidays as needed.
- Ability to lift 50 pounds.
- Current valid driver's license.

## **WORK ENVIRONMENT**

In the performance of this position, it requires exposure to animal shelter areas and interaction with domestic animals of varying temperaments, and to cleaning/disinfectant chemicals.

**The hiring for this position is contingent on a motor vehicle record.**

## **AT WILL EMPLOYMENT**

There is no form of contract between you and the Humane Society of Douglas County, Inc. You can resign your employment with the Humane Society at any time for any reason or no reason at all, so can the Humane Society terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment.

The Humane Society of Douglas County, Inc. is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.