

**Job Title: Animal Care Technician**

**Reports to: Shelter Manager**

### **Company Overview**

We are a non-profit Animal Shelter located in Menominee, Michigan. We take in stray and surrendered dogs and cats from several counties, averaging 1,000 animals per year. Our priority is to reunite the strays with their owner and adopt the unclaimed or surrendered pets into loving forever homes.

### **Job Summary:**

The Animal Care Technician is responsible for the care of all shelter animals, assisting shelter visitors, volunteers, and other staff, respond to all inquiries, and maintaining the cleanliness of the animal shelter. Love of animals, honesty, ability to accept work direction, native intelligence, kindness and consideration to our animals and fellow employees and supervisors, punctuality, reliability and dedication to the welfare and wellbeing of our animals are the qualities we look for and expect.

### **Essential Duties/Responsibilities:**

- Responsible for the care and wellbeing of the shelter animals (clean kennels, daily exams, feed and water, medicate, clean litterboxes, walk, etc.)
- Responsible for the medical intake of all animals (including but not limited to blood draws, vaccinations, initial pet exams, and documentation)
- Data entry
- Monitor our website and social media sites
- Take photos of stray and available animals for marketing and documentation
- Accept, sort, and distribute donations throughout the shelter
- Responsible for the cleanliness of the shelter including lobbies, animal kennels, rooms throughout the building
- Maintaining clean outdoor areas (free of debris and feces)
- Ensure that all storage areas are clean and organized
- Ensure all supplies are stocked
- Wash dishes, kennel supplies, and laundry
- Greeting and assisting shelter visitors
- Greeting, mentoring, assigning tasks, and assisting volunteers
- Assist other staff as needed
- Answer phone calls, return voicemails, and reply to messages and emails as needed

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

**Required Skills/Abilities:**

- At least 18 years of age
- Ability to work independently and in a team setting
- Must be comfortable working with dogs and cats of all sizes and temperaments
- Excellent organizational skills
- Excellent attention to detail
- Ability to prioritize tasks
- Ability to work in a fast-paced, sometimes stressful environments
- Ability to multi-task
- This position requires a large amount of mobility
- Ability to stand for the majority of the workday
- Ability to lift 50+ pounds
- Experience with computers, data entry, and social media
- Good people skills and a strong love for animals are essential.
- Willingness to work days, nights, weekend, and holidays

**Position Details:**

- Part time
- Approximately 15 hours per week
- Sunday through Saturday, rotating holidays, all weather conditions
- Starting wage between \$10 - \$12 depending on experience