



## JOB DESCRIPTION

JOB TITLE: ANIMAL CARE STAFF

DEPARTMENT: Shelter Operations

ACCOUNTABILITY: Animal Care Manager

**FUNCTION:** Under direct responsibility of the Animal Care Manager, the Animal Care Staff's primary responsibilities include daily feeding of animals, cleaning of animal housing areas, monitoring, and reporting on the medical and behavioral health of the animals, providing mental and physical exercise to the animals, assisting with photographing and writing adoption bios for the animals, and general cleaning and upkeep of facilities and equipment. Some of our Animal Care staff are also responsible for providing adoption counseling and matchmaking between potential adopter and the animals in our care.

## DUTIES AND RESPONSIBILITIES

### General

1. Perform duties in a manner which encourages attainment of RHSPCA goals.
2. Work courteously and cooperatively with the staff, volunteers, fosters, and the public.
3. Follow all RHSPCA policies and procedures, prioritizing people's safety and animal wellbeing.
4. Ensure quality care and humane treatment for the animals owned by the RHSPCA.
5. Participates in meetings with other staff members and shares ideas and suggestions designed to improve working conditions, welfare of pets and the organization.

### Communication:

1. Provide excellent people service and engagement to staff, volunteers, and the public alike.
2. Communicate effectively, written, and oral, to ensure pertinent information is exchanged in a productive and professional manner.
3. Proficiency with email and ability keep themselves abreast of new information shared via email.
4. Appropriately utilizes the shelter software to ensure thoroughness and completeness of animal records and to document of health and behavioral concerns.

### Animal Care & Husbandry

1. Responsible for cleaning of animal areas, equipment, general facilities cleaning and laundry per operational guidelines.
2. Practice safe and humane treatment of animals with interactions geared towards improving



adoptability of the animals.

3. Provide for the medical and behavioral needs of the animals as instructed.
4. Provides proper care and feeding of pets in assigned area as directed by Standard Operating Procedures.
5. Notifies appropriate staff of repairs and maintenance needed on premises and assisting with such repairs and maintenance as needed.
6. Notifies appropriate staff of the health, behavioral and safety concerns of animals being cared for. Monitors and reports changes in disposition and health daily.

#### Adoptions

1. Take photos, videos and write adoption bios for animals in our care and update the information in shelter software.
2. Provide adoption counseling and matchmaking services to potential adopters.
3. Use sound judgement and prioritize safety during meet and greets between public and shelter animals and in making adoption decisions.

#### Volunteers

1. Engage volunteers and share knowledge with them to best utilize their time with the RHSPCA.
  - Flexibility in scheduling is a must. This position will include weekend and holiday work.
  - Perform other duties as assigned.

#### TRAINING AND EXPERIENCE

R-H SPCA is seeking a hardworking, honest and resourceful person to help us provide excellent care for the animals in our care. The right person for this role should have commitment to and enthusiasm for our mission. Good time management and oral and written communication skills, the ability to work well with others and a desire to learn are a must.

High school diploma or equivalent preferred. Previous experience working with animals is not required.

#### PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals, inclement weather along with evening, weekend and holiday work times.

#### COMPENSATION

This is an hourly position offering a starting rate of \$15/hr.



## NATURE OF EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the RHSPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.