

# NEW HAMPSHIRE HUMANE SOCIETY

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JOB TITLE:	Animal Care Specialist
CLASSIFICATION:	Non-Exempt – Full-Time or Part-Time Possible for the right candidates
REPORTS TO:	Feline and Canine Care Leads

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## SUMMARY OF JOB PURPOSE

This position is responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals. Assures all animals' nutrition, housing, and basic needs are met on a daily basis.

## PRIMARY RESPONSIBILITIES

1. Performs animal care duties; preparing food, feeding, and providing water; cleaning and disinfecting kennel and/or cat cages; washing litter and food pans; sweeping and mopping floors; picking up fecal material; washing and sweeping debris from walls, doors, beds, and dog run areas.
2. Assure all animals are cared for regarding food, water, daily exercise and appropriate living conditions. Monitor the health of the animals and maintain the daily wellness records. Report concerns to the medical team. Report all personal injuries to the Supervisor.
3. Must be able to follow instructions for animal behavior programs.
4. Assessing animals upon request including general pet health, basic and ongoing needs, as well as assessing the readiness of a pet for adoption based on organization-provided guidelines and assessment tools.
5. Tidy the shelter throughout the day. This includes; the staff's lunchroom (refrigerator, freezer, garbage, sweeping, mopping and vacuuming), front entrance way (removing donations and putting them away), laundry, all storage room areas and cleaning windows in all areas of the building.
6. Other duties as assigned.

**PERSONAL RELATIONS:** Treat all animals, staff, volunteers, and clients with dignity and respect on and off the premises. Perform job duties in a professional, efficient, positive, and helpful manner at all times by communicating effectively with all departments within the shelter. As a member of this staff, you may have access to private information that is property of the organization. Confidentiality and discretion are requirements of all positions within the organization. Disclosing business information may result in corrective action or termination. Please consult the employee handbook or inquire with leadership if you have questions about what is considered confidential information.

**WORKING ENVIRONMENT:** This is an animal dense environment. There is exposure to cleaning chemicals, fractious animals, and disgruntled people. Work can be physically and emotionally demanding. There are occasions when a terminally ill or extremely aggressive animal will need to be euthanized humanely. All employees are expected to adhere to sanitation and safety guidelines which may evolve and change as needed.

**SCHEDULE:** Hours per week are dependent on animal population and needs. Must be able and willing to work weekends and holidays as needed.

## REQUIRED SKILLS

1. Ability to lift and carry 50lbs; bend and reach; work with a variety of cleaning agents.
2. Ability and initiative, working with minimal supervision and direction.
3. Good working knowledge and experience working with animals.
4. Able to work as part of a cohesive team in a respectful manner to all upholding the Code of Conduct.

**Hours and Compensation:** Full-Time or Part-Time. Some schedule flexibility is possible based on the needs of the applicant and the organization. Some weekends and holidays required. \$12-14 hourly. Full-Time status includes paid time off and competitive benefits package.

**To Apply:** Email a resume and letter of inquiry highlighting relevant experience to Charles Stanton, Executive Director at [Charles@nhhumane.org](mailto:Charles@nhhumane.org). Immediate opportunity.