



## **Job Title: Kennel Technician (Part Time)**

### **Position Overview**

The Kennel Technician is responsible for ensuring all aspects of the shelter are kept in a sanitary and orderly fashion on a daily basis.

### **Essential Job Functions**

- Cleaning and maintaining interior cat & dog kennels, and outside dog areas, per documented procedures.
- Scooping poop from all kennels, as required.
- Feeding all animals, per documented procedures.
- Providing water for all animals, as needed.
- Moving animals safely around shelter.
- Walking dogs, as needed.
- Administering medications to animals both orally and topically, as needed.
- Hold and restrain animals for medical examination.
- Transporting animals to vet clinics.
- Monitor animal health and behavior and report any changes to Executive Director.
- Ensuring all bedding and towels are fresh and laundered on a daily basis.
- Monitor stock levels of all supplies and notify Executive Director when to re-order.
- Interaction with the general public for showing animals to potential adopters, answering phone calls and taking messages.
- Other duties may be assigned by the Executive Director.

### **Requirements**

- Must be 18 years of age or older
- Valid driver's license with driving privileges in Oregon & California.
- Experience in an animal shelter or similar facility is preferred.
- Comfortable with all sizes and breeds of dogs and cats.
- Ability to utilize effective problem solving and decision making skills.
- Ability to lift 50 pounds - reasonable accommodations will be made for greater weights.

### **Working Conditions**

- Animal shelter environment.

### **Hours**

- Part-time (mornings), must be available to work weekends and holidays.