



Wood County Humane Society
801 Van Camp Road, Bowling Green, OH 43402

Position Title: **Animal Care Staff**

Supervision: Shelter Manager

Job Description Hourly, part-time or full-time non-exempt position, hourly wage negotiated.
Animal care staff are the primary caregivers for shelter animals

Responsibilities and Duties:

- Demonstrate core values of organization in all actions and interactions, internal and external
- Provide exemplary customer service and facilitate good experience for all shelter guests
- Maintain respectful and cooperative working relationships with coworkers
- Provide all aspects of animal care using established best practices in animal husbandry and sheltering, including cleaning, feeding, housing, and medicating
- Intake surrendered animals from the public
- Assist potential adopters with finding an appropriate shelter animal for their lifestyle, perform adoption counseling, and complete adoption
- Comfortable learning to perform basic medical procedures including giving injections, drawing blood, etc
- Maintain cleanliness of public areas of shelter
- Observe animals for signs of illness or injury and report to appropriate supervisor
- Transport animals as necessary
- General office work, answering phones, returning calls, animal data entry, follow-up calls to adopters
- Assist in training and mentoring volunteers and community service volunteers
- Understand the multiple functions of the shelter, including all WCHS programs
- Other duties as assigned

Position Requirements:

High school diploma or equivalent.
 Maintain a valid driver's license and be insurable by shelter insurance company. Able to drive own vehicle as needed.
 Prior experience with a variety of animals preferred.
 Requires flexible hours, includes working on weekends, evenings, and holidays
 Comfortable interacting with the general public and ability to communicate well both orally and in writing
 Have operating knowledge of Microsoft Word, email, Facebook and able to learn shelter software system
 Demonstrates effective listening skills. Able to deliver friendly, courteous and respectful service to others.
 Able to cope with physically demanding, stressful, and emotional situations professionally and calmly
 Utilizes appropriate safety procedures for self and the public. Aware that risk of job related injury, disease or infection exists.
 Strongly suggest maintaining current Tetanus vaccination.
 Able to lift 40lbs, comfortable handling dogs, cats, and other species

I have read, understand, and agree to comply with the above information.

Employee signature: _____ Date: _____

Supervisor's signature: _____ Date: _____ Employment start date: _____