



JOB TITLE: Feline & Small Animal Care Technician

DEPARTMENT: Feline & Small Animal

CLASSIFICATION: Non-exempt, (full and part-time positions available)

ACCOUNTABILITY: Feline & Small Animal Manager

PRIMARY PURPOSE: To clean and maintain the animal shelter in a cost-effective, sanitary, and humane manner. To provide cats & small animals with an enriched environment while they await adoption. To keep cats & small animals safe, happy, and healthy while they are in the ARLGP's care. To assist customers in the selection of pets. To participate fully in the behavior assessment process once trained. To interact with members of the public in a helpful and communicative manner.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Abide by protocols of safe animal handling, disease control and prevention.
- Clean and sanitize assigned areas, including but not limited to cages and kennels, floors, walls, testing and training areas, laundry, kitchen.
- Feed animals which includes learning and knowing about special diets.
- Assist with preliminary incoming assessments:
 - Administer vaccines, anti-parasitic treatments and general examination to animals per the ARLGP protocols.
 - Scan incoming animals for a microchip and share information with the Guest Services staff.
 - Share any concerns with the management team.
- Participate in observing animals for behavior and health concerns as well as providing feedback and input regarding behavior and health of animals to the Feline Manager and appropriate team members.
- Be familiar with all cats and small animals available for adoption and able to work with interested adopters to make adoption matches by:
 - Being familiar with and able to discuss basic ongoing medical care as well as any diagnosed health conditions.
 - Being conversant in a wide variety of feline or small animal behaviors, training, body language, grooming needs, and basic care.
 - Clearly explain the best practices for bringing a new pet into one's home.
- Communicate maintenance needs to the Feline & Small Animals Manager/Facilities Team in a timely manner.

- In cooperation with the management team, ensure that volunteers are abiding by the accepted protocols of the kennel as pertains to cleaning, disease control, enrichment and safety.
- Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies and euthanasia.
- Speak effectively and positively to the principles, purposes, and objectives of the organization.
- Work collaboratively with all shelter personnel to achieve an efficient, well-run environment for the pets and employees.
- Able to accept constructive feedback and follow directions to maintain a safe work environment.
- Perform other related duties and assignments as required and determined by leadership and managerial teams.
- Flexibility with scheduling changes.

QUALIFICATIONS:

- Ability and desire to work with cats of all sizes and temperaments.
- Excellent communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to lift 50 pounds.
- Ability to access a non-handicapped accessible building several times per day as well as climb stairs unassisted.
- Ability to scoop, bend, twist, lift, squat, and stand for long periods of time as part of normal job functions.
- Ability to creatively problem solve.
- Proficient with Microsoft suite and using the internet.
- A team-oriented approach to work.

WORK ENVIRONMENT

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur and toxic chemicals. Employee may be exposed to zoonotic diseases. The noise level in the work environment is very loud. Driving may be required.

TO APPLY

Please submit a cover letter outlining your qualifications, reasons for pursuing a career in animal welfare and salary requirements, along with your resume to jobs@arlgp.org with the subject "Feline Technician."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings, follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.