



## **Animal Care and Adoption Associate Job Description**

**REPORTS TO:** Shelter Manager

**HOURS:** Full-time, 8:30am – 4:30pm Friday - Tuesday

**PAY RANGE:** \$16.00 - \$18.00 per hour

### **SUMMARY:**

Homeward Bound's animal care staff play a key role in the well-being of animals and ensuring a positive experience for the public in the Adoption Center. The team cares for dogs, cats, and a variety of small animals, each with unique needs. Animal care staff create a safe, clean, and comfortable environment to help animals acclimate as they transition to new homes. Animal care staff also facilitate the adoption process, guiding adopters through every step, from introductions to expert advice on pet care, ensuring a smooth adoption experience. This role requires compassionate, dependable individuals with strong customer service skills, attention to detail, and commitment to Homeward Bound's mission.

### **RESPONSIBILITIES:**

- Feeding, watering, and exercising shelter animals.
- Cleaning cages, kennels, and condos daily.
- Keeping shelter clean—doing laundry, animal dishes, sweeping/mopping disinfecting—as needed daily.
- Stocking shelter supplies and donations as needed/directed.
- Administer medication, trim nails, provide flea treatment and comply with any other directives to new and existing resident animals.
- Meet with potential adopters and discuss the best fit for their family.
- Introduce adopters to animals and help them select an animal that is right for them and the animal.
- Educate adopters on how to best get their new animal situated in the home.

**QUALIFICATIONS:**

- Ability to receive direction, guidance and work well under pressure in emotional situations.
- Commitment to superior animal care and humane treatment of animals.
- Experience with dog handling preferred.
- Excellent customer service, written, computer, and verbal communication skills.
- Must be available at least one weekend day and some holidays.
- Punctual and dependable

**PHYSICAL REQUIREMENTS:**

- Physical ability to walk and/or stand throughout a normal workday.
- Bending, stooping, lifting, pushing, and reaching required throughout a normal workday.
- Physical ability to push, pull or carry up to 50 lbs. periodically throughout a normal workday
- Working conditions include working alone, outside in varying weather conditions, and subject to frequent interruptions.

We Offer a full-benefit package for full time employees which includes:

- Competitive pay based on experience
- Medical insurance
- Vision Insurance
- Paid time off
- 9 Paid holidays
- Low-cost veterinary care