Position: Animal Care Attendant

Department: Adoption Center
Exempt/Non-Exempt: Non-Exempt, full time or part time position
Hours and days will vary depending on organizational needs. Includes weekend and holiday work.
Immediate Supervisor: Animal Care and Enrichment Manager

Availability: Brother Wolf is open 7 days a week, 365 days a year as animals need daily care. Animal caregivers must be available to be scheduled for work, any day, between the hours of 9am and 6pm

General Position Summary:
The Animal Care Attendant is responsible for providing compassionate and attentive care to animals (dogs and cats) housed at the Adoption Center, maintaining a clean and healthy environment for the animals and the public, and assisting with dog and cat adoptions as needed.

Essential Function/Major Responsibilities:
● Ensures daily, thorough cleaning of all cat and dog housing areas including adoption and quarantine areas, and front lobby.
● Cleaning and disinfecting animal enclosures, dishes, litter boxes, toys, beds and bedding, and enrichment items.
● Completes laundry, sweeps/mops public walkways.
● Feeds cats and dogs in care, including providing special diets as needed.
● Assists with cat and dog enrichment activities.
● Observes daily behavior of animals in care and reports any changes in behavior or medical concerns to Animal Care and Enrichment Manager, and/or Medical Manager.
● Ensures that animals’ kennel cards and appropriate paperwork are complete and up-to-date.
● Assists with rotating animals to new enclosures as needed.
● Helps to ensure a healthy, safe, clean and pleasant environment for the animals and the public at all times.
● Has a basic understanding of common cat and dog illnesses and disease, vaccines and protocols, or a willingness to learn.
• Keeps animal food, litter, and additional supplies properly stored and stocked and
  notifies supervisor when running low on specific items.
• Treats all animals humanely, properly, and with compassion at all times, regardless of
  the situation or circumstance.
• Promotes a humane and caring attitude toward all animals.
• Works collaboratively with fellow team members and assists others in accomplishing
  tasks.
• Always maintaining a friendly demeanor and provides excellent customer service while
  assisting with adoptions, volunteers, fosters, or other Brother Wolf staff.
• Filling in for other areas and performing other tasks/functions as needed, including
  helping out at special events.

Qualifications:
• Must be at least 18 years of age and have a valid driver's license
• Excellent interpersonal, communication, customer service, and time management skills
  essential.
• Genuine affection for animals, concern for their welfare, and a willingness to
  accommodate animals in the workplace.
• Ability and initiative, working with minimal supervision and direction.
• Maturity, excellent judgment, and a professional, personal appearance.
• Ability to read, write, and understand English is required.
• Ability to identify medical and behavioral problems immediately and communicate them
  effectively to the medical manager or immediate supervisor.
• Foster and nurture relationships and public relations beneficial to the organization and
  our programs.
• Communicates Brother Wolf mission, values and goals to employees and instills a sense
  of unity within the team
• Familiarity with dog and cat behavior or experience working with or volunteering with a
  rescue group, humane society, foster care involvement, or other animal welfare agency
  is a plus.
• Comfort and ability to work with animals of unknown disposition and those who exhibit
  medical and other problems, as well as aggressive tendencies.

Physical Requirements:
• Physical ability to walk and or stand on your feet throughout a normal workday required.
  Ability to bend and squat.
• Physical ability to engage in repetitive motions of legs, arms, and hands and to hear and
  see clearly.
• Physical ability to push up to 150lbs and to carry up to 50lbs regularly and independently
  throughout a regular workday required.
• Allergic conditions, which may be aggravated when handling or working with animals,
  may be a disqualification.
**Working conditions:**
Conditions may include working alone, working inside or outside during varying weather conditions, frequent interruptions, and some evenings/weekends meetings and classes.

**Educational Requirements:**
High school graduation required.

To apply send your resume and cover letter to employment@bwar.org