



**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](mailto:employment@bwar.org)