



POPE MEMORIAL HUMANE SOCIETY

Title: Animal Care Technician – Dog Area

Reports to: Dog Area Supervisor/Shelter Manager

Status: Part-Time or Full-Time, hourly

Summary: Canine Animal Care Technicians (ACTs) are responsible for the daily care of all dogs and puppies at the Pope Memorial Humane Society. This position conducts proper cleaning and disinfecting of all kennels, rooms, and work areas to provide a healthy environment for the animals in our care. The Animal Care team provides our animals with love, compassion, daily care, exercise, and enrichment on their journey to adoption.

Key Responsibilities:

- To thoroughly clean and disinfect all kennels and play yards daily and on an as-needed basis throughout the day in accordance with shelter cleaning protocols
- Provide proper feeding and care to animals, including administering medications, if required
- Exercise all eligible dogs with daily walks, playgroups, and provide animal enrichment
- To observe animal appearance and activity for general physical condition, obvious signs of illness, disease, and behavioral change, and report to the appropriate person.
- To utilize animal handling skills to provide a safe and friendly environment for the animals
- Perform needed cleaning, maintenance, and proper storage of all equipment and tools used in job assignments.
- Launder linens and wash and sterilize water and food bowls following cleaning protocols
- Assist with the stocking of shelter supplies and donations
- Professionally communicate with the public via email, phone calls, and in person in a timely manner
- Maintain poop stations, keeping waste bags fully stocked and emptying receptacles
- Work closely and communicate with any volunteers to help ensure a positive experience and to ensure proper procedures are being met
- Perform other duties as assigned

Essential Skills and Experience

Required:

- Educational background—High school diploma or equivalent.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Excellent customer service skills
- Demonstrates strong organizational skills (record keeping, time management, follow-up, etc.).

- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Ability to take direction, follow instructions accurately, and accept constructive criticism.

Desired:

- Experience in an animal shelter or related field.
- Prior animal handling experience.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Due to the nature of shelter work, potential exposure to zoonotic diseases, dangerous and fractious animals, potentially harmful chemicals and drugs, and high noise levels.
- Requires working with and among shelter animals.
- Must be able to safely handle dogs, including large breed dogs.
- Ability to lift and carry animals of varying sizes, equipment, and supplies over 50 pounds with reasonable accommodation.
- Ability to stand for several hours up to an 8-hour shift.
- The position also requires bending, stooping, and kneeling.
- Must possess and maintain a valid Maine class C driver's license and have a satisfactory driving record.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

Pope Memorial Humane Society is an Equal Opportunity Employer