

# Macleam-Cameron Animal Adoption Center

*Enhancing compassion through education*

## POSITION DESCRIPTION

**TITLE:** ANIMAL CARE SPECIALIST

**REPORTS TO:** OPERATIONS MANAGER

### **POSITION SUMMARY:**

Responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all center animals. Assures all animals' nutrition, housing and basic medical needs are met on a daily basis.

### **KEY RESULTS:**

- Feeding and watering animals in accordance with dietary needs and schedule.
- Exercising animals as schedules dictate.
- Administering medications as indicated by medical director (veterinarian).
- Monitoring and recording animal health and behavioral issues.
- Cleaning kennels and perform related housekeeping duties.
- Maintaining of kennel cards and other documentation as assigned.
- Playing and interacting with animals of all sizes and breeds both indoors and outdoors.
- Following all procedures as directed in a safe, efficient, and effective manner
- Cooperating with fellow employees, volunteers, patrons, management and public with honesty, integrity, respect, and professional manner.
- Complying willingly with all regulatory requirements, including federal, state, local, and organizational statutes or rules.
- Demonstrating job commitment through attendance and full completion of all assigned shifts.
- Performing other duties as assigned

### **QUALIFICATIONS**

- High school diploma or equivalent or related experience and/or training.
- Ability to read and interpret documents such as safety rules and procedure manuals.
- Must have a valid driver's license.
- Availability to work a flexible work schedule including weekends, evenings and holidays.
- Animal handling experience beneficial but not required

## **PHYSICAL REQUIREMENTS**

- Must be able to lift heavy weight in excess of 50 lbs.
- Move dogs of all sizes including dogs that are over 110 pounds.
- Must be able to work with cleaning equipment and chemicals.
- While performing this job, employees will be standing, walking and active for most of the time.

+/- \$9.00/hr. DOE

To apply, submit cover letter, resume' and references to: [operations@macleananimaladoptioncenter.org](mailto:operations@macleananimaladoptioncenter.org)