



The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 5,000 pets annually.

**Position Overview:**

At the Athens Area Humane Society, we are passionate about connecting people and pets. As a trusted resource for our community, we create lasting adoptions, provide quality veterinary care and spay/neutering, and inspire compassionate action through education and awareness. We are innovative, we are passionate, and we are committed. In partnership with our community, we end animal homelessness.

The Animal Caretaker is responsible for stewarding best practices in the shelter that align with strategic goals and assuring that all animals are afforded a humane and compassionate environment while maintaining a high-level of customer service both internally and externally.

**Job Summary:**

Under the direction of the Shelter Manager, the Animal Caretaker is responsible for the day-to-day duties involved in the care and upkeep of animals, facility, and to facilitate adoption and educational interactions with the public.

**Primary Responsibilities:**

- Perform cleaning and care of animals and facility in accordance with established procedures and protocols. Clean and disinfect kennels and cage areas, exam areas, showing areas and other animal care areas, maintaining cleanliness standards of facility throughout the day.
- Assist in the adoption process by showing adoptable animals, explaining adoption procedures, discussing adoption concerns, and providing information to the public on animal welfare and care. Assist with introductions and guiding customers through the facility. Process and be able to explain final adoption processes. Filing and entering paperwork according to protocol.
- Assist other staff, volunteers, and visitors in all aspects of shelter programs and processes.
- May also be required to perform other duties to be assigned later by the Shelter Manager, Program Director, or other management team members.
- Assist in the training and monitoring of volunteers and court ordered community service.

**Knowledge, Skills, & Abilities:**

- Decisiveness
- Ethics and Values
- Motivating Others
- Strategic Agility
- Initiative

**Qualifications:**

- Must be able to work in a fast-paced setting.
- Ability to be a supportive team member
- Excellent communication, public relations, and written skills.
- Ability to communicate clearly AAHS's mission and humane care and treatment of animals to the public.
- Knowledge of companion animals including behavior, appropriate care and housing, common health problems, diseases symptoms and handling techniques.

**Physical Demands & Work Environment:**

- Ability to communicate effectively in English.
- Ability to restrain animals in a safe and appropriate manner.
- Ability to lift and/or move up to 50 pounds.
- Ability to clean the kennel, chemicals, and deal with offensive odors.
- Ability to sit, talk, hear, stand, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.
- Ability to move throughout the building as needed to meet the requirements of the job.
- Ability to comfortably interact with companion animals.



### **Diversity, Equity, & Inclusion Statement:**

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.

### **Disclaimer:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

### **EEO Policy Statement:**

It is the policy of AAHS to afford equal employment opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, caste, age, physical or mental disability, citizen status, veteran status, gender identity or expression, bankruptcy status or any other characteristic or status that is protected by federal, state or local law.