



Pet Care Specialist

Status: Full-time/Part-Time
Category: Hourly, \$15/hour

Department: Adoption Center (300)
Reports to: Shelter Manager

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 10,000 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 Pet Care Specialist** is responsible for stewarding best practices in the Adoption Center that align with strategic goals and AAHS' mission by 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 with supervision of the Foster Care Coordinator, the Pet Care Specialist is responsible for the day-to-day duties involved in the care and maintenance of animals, facilities, and to facilitate adoption and educational interactions with the public.

Roles & Responsibilities:

- Performing and maintaining daily cleaning and care of animals and facilities in accordance with established department standard operating procedures and protocols.
- Perform intake procedures and process animals and records upon arrival to the shelter while also continuously ensuring accurate daily animal record upkeep.
- Performing daily behavioral enrichment, medical, and other treatment procedures for pets housed in the adoption center as needed or prescribed by AAHS veterinarian.
- Assist the public in the adoption process by showing adoptable animals, explaining procedures, discussing concerns and providing information to the public about AAHS services and programs in an accurate manner.
- Assist in the monitoring and continuous training of volunteers (including Community Service) as it pertains to the department.
- Keeping the surgery log updated, bringing pets over to the clinic for spay/neuter or wellness appointments.
- Administer necessary medications, vaccines, and preventatives according to animal records and the daily Medical Care Express Log.
- Monitor and record any behavioral and medical abnormalities noticed in the Vet Daily Sheet.

- Restraining and restricting animals for medications and vaccinations.
- Performing adoptions, answering the phone and emails if needed in a timely manner.
- Performing daily enrichment for dogs and cats.
- Continuously keeping medical and behavioral records up to date and accurate.
- Performing daily tasks such as doing laundry, taking out the trash, restocking items, doing dishes, etc.
- Deep clean and sanitize runs, condos, quads, and iso rooms according to standard operating procedures and protocols.
- Document and store donations.
- Other duties as assigned by Shelter Manager.

Qualifications and Experience

- Possess excellent verbal communication, written communication, and organizational skills;
- Create an inspiring, supportive team environment with open communication;
- Ability to establish clear team goals and incentives with positive reinforcement rewards;
- Ability to Delegate tasks and establish individual and team task-oriented deadlines;
- Committed to establishing a positive and professional work environment;
- Must be anticipatory and detail-oriented;
- Must be comfortable with all dog and cat breeds.
- Must possess a valid driver's license;
- Ability to flourish in a fast-paced environment;
- Ability to multi-task and prioritize competing tasks;
- Ability to observe and document animal behavior daily basis;
- Working knowledge of Petpoint® & Clinic HQ desirable (will train);
- Flexible schedule is a must.

Physical Demands & Work Environment

- Ability to lift and/or move up to 40 pounds.
- 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.
- Ability to participate in events including some evenings and weekends and to assist in the set-up and breakdown of events, which may involve moderate physical exertion.
- Extended work at a computer managing schedules, applications, and communications.
- Ability to stand on feet without sitting for some lengths of time during events or programs.
- Ability to tolerate working with various chemicals and cleaning solutions, loud noises, and offensive odors.
- Potential/prolonged exposure to various aqueous solutions, including, but not limited to, dish soap, chlorhexidine, isopropanol, hydrogen peroxide, and bleach.

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, LGBTQIA+ 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

AAHS affords 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.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description for Pet Care Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Acknowledgement

Employee Name _____ Date _____

Employee Signature _____

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