



Position Title: Shelter Technician
FLSA: Non-Exempt
Reports to: Operations Coordinator
Salary Range: \$15.00 hr
Established Date: September 17, 2018
Revision Date: May 2022

General Summary:

The shelter Technician ensures a safe and clean environment for the dogs. Assists in providing a safe, fun, and positive environment for the dogs and the volunteers. Functions as the first point of communication with volunteer dog handlers. Promotes the HRAAD culture by engaging in behaviors that support an environment based on fear-free, trust, and open communication. Learn and apply dog handling, training, and shelter operations information relevant to the job with a high priority on safety. Contributes to the improvement of the overall operations of the shelter by providing constructive input to the Lead Shelter Technician regarding things that may not be working well or can be improved. Engage in training opportunities in handling dogs and understanding dog behavior.

Minimum Education, Training & Experience (includes licenses):

- Have a deep concern for the humane treatment and compassionate care of animals.
- HS Education or equivalent
- Working knowledge of computers including e-mail
- Ability to lift up to 50 pounds.
- Valid driver's license, reliable vehicle, and willingness to use a personal vehicle to transport dogs to assist in the operations of the shelter. Maintains current and required insurance/registration documents in the car and in the employee file.
- Will complete and receive the Fear Free Shelter certification within one month of hire.

Minimum Knowledge, Skills & Abilities:

- Demonstrated skills and ability to safely handle dogs including comprehensive knowledge of dog behaviors and confidence and ability to work with potentially dangerous dogs.
- Understands essential safety practices for handling dogs and ensures staff, volunteers, fosters and potential adopters are appropriately informed.
- Willing to learn and be trained on dog behavior and handling skills

Essential Functions:

- Clean and sanitize all kennels.
- Ensure each dog has fresh food and water, according to his/her dietary needs
- Prepares dogs with appropriate harnesses for walking
- Remove, wash and dry all laundry
- Ensure the food room is clean.
- Wipe down all surfaces

- Mop shelter floors
- Dump trash
- Pick up dog poop
- Assure volunteers know, understand and follow all safety precautions
- Administer prescription drugs as directed by Lead Shelter Technician
- Complete and e-mail shift Shelter Reports
- Update the Volunteer Sign-up Calendar at end of each shift
- Ability to demonstrate safe handling techniques for dogs.
- Understand basic behavioral information about dogs
- Share safety or dog handling information with volunteers as appropriate
- Learn/perform a variety of animal care-related activities.
- Be a team player
- Communicate relevant information about the dogs to the Lead Shelter Technician.
- Communicate relevant information from and about volunteers to the Volunteer Coordinator
- Understand and follow safety policies and procedures with regard to handling dogs, cleaning solvents, etc.
- The shelter technician must be outgoing, have a people and dog-loving personality, and have the desire and ability to provide a positive experience for all HRAAD dogs and visitors.

Physical Requirements:

- Ability to interact with impounded dogs including aggressive dogs, bite quarantine dogs, stray, sick or injured.
- Capacity to sit, stand, walk, stoop, twist, bend, crouch, pivot and reach on a regular and sometimes frequent basis.
- Be able to lift up to 50 pounds.
- May assist staff or volunteers to capture or restrain a strong moving active dog and have the physical ability to do that safely.
- Possible exposure to sick, injured, frightened, or unruly dogs
- Possible exposure to some to cleaning solvents, dog waste, saliva, wounds, and blood, and loud noise (barking or horns)
- Work is normally performed inside, but outside work is required. Exposure to unpleasant elements, unpleasant odors, noise, bites and scratches.

Employment Disclaimer

The information contained in this job description is not intended to be an all-inclusive list of duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. The Executive Director reserves the right to change its contents at any time, and or assign additional responsibilities/duties at any time.

This job description is not a contract and the Executive Director may exercise its' employment-at-will right at any time.

This organization complies with the guidelines set forth in the Americans with Disabilities of 1990. Reasonable accommodation will be evaluated upon request and made available, if reasonable, to enable individuals with disabilities to perform the essential functions of the job. This organization does not discriminate on the basis of race, color, nationality or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expresses, sexual orientation, military or veteran status, genetic information, or any other characteristics protected under applicable federal, state or local laws. This organization is an Equal Opportunity Employer.

I have read the above job description and agree to abide by it.

Employee Signature

Date

Manager/Supervisor Signature

Date

Executive Director Signature

Date