



JOB POSTING

POSTING DATE: 05/12/2026 **POSITION:** ANIMAL CARE LEAD
CLOSING DATE: OPEN UNTIL FILLED **STATUS:** FULL TIME/HOURLY
REQUIRED EXPERIENCE: 6 Months to 1 Year in Animal Care role.
REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA/GED and WORK EXPERIENCE IN AN ANIMAL CARE FACILITY
BASE PAY: \$15.25

JOB DESCRIPTION

The qualified candidate will provide basic technical support to the animal care operations, guide and assign tasks to Animal Care Technicians, and train new staff how to safely and properly meet our standard animal care. This position will be under the direct supervision of the Animal Care Supervisor.

Principal Duties and Responsibilities

- Responsible for training new staff how to safely and properly support our animal care operations and meet our standard animal care.
- Ensures all daily goals and required activities are completed, including assigning/re-assigning tasks.
- Assist with inventory counts and compile lists of supplies needed to be ordered.
- Assist with scheduling of the Animal Care Team.
- Prepares and sets up animal kennels and related equipment for cage change outs or newly arriving animals according to our standard operating procedures.
- Responsible for feeding, watering, and exercising animals in designated work areas.
- Responsible for ensuring the comfort, safety and well-being of all shelter animals.
- Rinses scrubs, and disinfects animal cages, hallways, floors, and walls in designated areas; cleans related kennel equipment and facilities.
- Assists in monitoring equipment for proper operation (chemical mixers, hose units, steam machines, etc.).
- Monitors supply needs and communicate to the Supervisor of what is needed in a timely manner.
- Maintain clean, orderly and sanitized work areas on a regular basis and learn area documentation.
- Identifies problems and notifies Supervisor.
- Recognizes and reinforces Animal Care Technicians displaying work behaviors supporting our mission.

Additional Duties and Responsibilities

- Instruct and work collaboratively with volunteers.
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules, and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
- All other duties assigned.

Minimum Knowledge and Skills Required by the Job

- Basic computing skills (Google Workspace and Microsoft Suite environment).
- Valid Driver's License and insurable driving record.
- Knowledge of basic animal behaviors for safety

Work Environment

- Potential for exposure to zoonotic diseases.
 - Exposure to high noise levels when in the kennel area, chemicals used to sanitize facilities, vehicles, or equipment, and other physical situations that involve all forms of animal life
 - Potential for animal bites and scratches while handling animals.
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- Indoor and outdoor work in varying weather conditions

Physical Requirements of the Job

- Must stand, walk, bend, and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand and walk for 8 hours.
- Ability to lift 50lbs.
- Able to drive various vehicles.
- Will be expected to work weekends, holidays, and off-hours.
- The job may require performing tasks that involve potential exposure to blood, body fluids, or tissues, including animal and human tissues.
- Potential for animal bites and scratches while handling animals.
- Ability to work in an environment with frequent exposure to animal hair, dander, cleaning agents, and related allergens.

Additional Attributes

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
 - Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules.
 - Must have reliable transportation.
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