



## Job Description

**Job Title:** Kennel Technician

**Department:** Shelter

**Classification:** Full or Part time, non-exempt

**Job Relationship:** Reports to Shelter Manager

**Position Summary:** The Kennel Technician is responsible for the health and well-being of all dogs and other animals in our care. She/he also interacts with the public to facilitate adoptions and answer behavioral questions. He/she works to train dogs and solve behavioral issues. It is understood that the population of dogs and other animals fluctuates, and at times the Kennel Technician is responsible for assisting in other shelter functions.

### Essential Job Functions:

- Oversee basic care and feeding of dogs, follow cleaning protocols and manage cleaning
- Design and implement enrichment
- Work with Shelter Manager to maintain inventory of food and medications
- Conduct canine temperament testing and make decisions in light of results
- Promote adoption through education of visitors with thorough, accurate and up to date kennel cards and bulletin board
- Provide canine adoption counseling to the public during open hours
- Maintain accurate records for all dogs in Shelter manager
- Observe animals for signs of illness and report symptoms to Processing department, give medications as directed
- Track length of stay and recommend changes when necessary for animal's emotional and/or physical well-being
- Assist volunteer dog walkers and care-givers
- Dog intake

### Shelter Maintenance

- Assist with laundry
- Help to keep common areas neat and clean
- Organize and maintain storage inventory and equipment

**Other**

- Assist with cat care as needed
- Assist with paperwork, computer entry, mailings, filing, etc.
- Assist with other administrative and shelter tasks as needed
- Other duties as requested

**Qualifications/Requirements:**

- Good communications skills and ability to work well with all levels of employees
- Valid driver's license with good driving record

**Knowledge and Skills:**

- Kennel/animal experience helpful
- Proactive, positive attitude

**Time Commitments / Expectations**

- Must be available to work weekends and evenings

**Working Conditions:**

Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and cleaning agents. The person in this position needs to regularly move about the shelter to provide care to shelter and clients' animals. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Occasionally positions self to handle animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Occasionally moves animals weighing up to 50 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables).

**All GCHS employees are aware of the 5 Freedoms for Animal Welfare:**

- Freedom from hunger and thirst by ready access to fresh water and diet to maintain health and vigor
- Freedom from discomfort by providing an appropriate environment including shelter and a comfortable resting area
- Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment
- Freedom to express normal behavior by providing sufficient space, proper facilities and company of the animal's own kind
- Freedom from fear and distress by ensuring conditions and treatment which avoid mental suffer

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_