



# JOB POSTING NOTICE

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**POSITION:** ANIMAL CARE TECHNICIAN  
**DEPARTMENT:** SHELTER  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**STATUS:** PART TIME – HOURLY  
**DATE:** MARCH 30, 2021

## **POSITION SUMMARY AND MINIMUM QUALIFICATIONS:**

This role is responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals, including but not limited, feeding, grooming, cleaning, exercising, observing, and providing companionship. Assures all animals' nutrition and housing and basic medical needs are met daily. Assists the public with the admitting and adopting animals and promotes responsible pet ownership in conversations with customers.

The candidate will collaboratively perform duties with great attention to detail and have the ability to effectively multi-task while working with staff in other departments. This people-friendly person will be skilled using computers, have a willingness to learn and work well independently.

The successful candidate will possess the following competencies:

1. Communication skills
2. Ability to multi-task
3. Knowledgeable and skilled with domestic animals
4. Reliable and dependable

If you are interested in this position and meet the minimum qualifications, please submit your resume to Mike Graham, Executive Director at: [mgraham@havenforanimals.org](mailto:mgraham@havenforanimals.org) Thank you!