

**Job Title:** Shelter Assistant (SA)

**Salary:** \$11.00/hour

**Work Hours:** Fridays, Saturdays, Sundays and Mondays from 9:00 am to 5:00 pm or 8 am to 4 pm.

**General Description of Position:** The Shelter Assistant (SA) is responsible for the basic care and feeding of animals housed at the Rutland County Humane Society.

**Job Requirements/Skills/Physical Demands:** The SA will require excellent communication and telephone skills. Must effectively be able to read, speak, and write in English. Must be able to handle multiple unrelated tasks simultaneously while working in a busy environment. Must also be able to lift up to 50 pounds, work on feet all day, and write legibly. Must be customer service oriented and friendly. Must be able to work a 32 hour shift. May also have to work some overtime depending on the situation.

The SA will be required to be at work on Fridays, Saturdays, Sundays and Mondays from 9:00 am to 5:00 pm or 8 am to 4 pm. Must be able to properly restrain animals when they become fractious during examination and treatment. Under supervision, the SA will assist in providing treatments/medications. The SA must be able to work well independently and in a group.

All time off is subject to the approval of the Shelter Coordinator and/or the Executive Director. Upon hiring, the employee will be subject to a 90-day introductory period during which time employment may be terminated as determined by management. All aforementioned requirements are subject to change by the RCHS at any time.

**Reports to:** The Shelter Coordinator (SC)

**Supervises:** Not Applicable

**SA Duties:** Work with the Shelter Coordinator in animal check-ins.

Feed, walk, exercise, and bathe animals in our care.

Prepare animal diets and feeds animals.

Fills food bins.

Cleans kennels and cages, shelter floors and run areas on a daily basis.

Walks and relieves dogs.

Assists with animal check-ins.

Washes and dries dishes.

Washes, dries and folds towels, blankets and bedding.

Administer medications as indicated by the SC, Executive Director, or visiting Veterinarian.

Documents jobs completed and animal's medical information. Notifies the SC of medical problems immediately.

Maintain the Shelter as a whole by performing tasks including, but not limited to sweeping/mopping floors, wiping down counters, taking out trash, cleaning bathroom, and checking equipment/supplies.

Assist other staff members on occasion with such tasks as helping restrain a fractious animal.

Performs other duties assigned.

**Leadership** – Maintains a positive, upbeat role in the RCHS. Promotes and exemplifies Organization values, represents RCHS objectives and interests to internal and external customers. And is accountable for responsibilities and own actions.

**Teamwork** – Develops and promotes teamwork and cooperation among colleagues and employees.

**Safety** – Demonstrates commitment to a healthy and safe environment and follows all safety and security policies and procedures.

**Flexibility** – Adapts to changing policies and procedures, as well as varying deadlines.

**Work Environment:** Humane Society. Mid-level client interaction, potential for exposure to zoonotic diseases and possible hazardous materials.

**Continuing Education:** None at this time.

**Exempt or Non-exempt Status:** Non-exempt position

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Experience, Education, and/or Training**

High School Graduate, G.E.D., or equivalent

One year of related experience preferred.

### **Required Skills, Abilities, and Knowledge**

Must have basic knowledge of animal care. Farm animal experience a plus.  
Effectively communicate in the English language both in writing and orally.

Carry out instructions furnished in written, oral, or diagram form.

Regularly stand for extended periods.

Frequently walk, stoop, kneel, or crouch, and lift or move up to 50 pounds.

Maintain confidence around animals.

Must be flexible and able to work holidays and weekends.

Must be able to pass background check.

If interested, please send a Cover Letter, most recent resume and contact information for three professional references to [Executivedirector@rchsvt.org](mailto:Executivedirector@rchsvt.org)