



Animal Services Associate

It is the responsibility of the Animal Services Associate to perform animal care services for Butte Humane Society (BHS) under the direction of the adoptions manager. Individuals in this classification will perform various tasks related to customer service and animal care and handling. Individuals will be expected to provide prompt and courteous customer service as well as conduct themselves in a professional manner.

CHARACTERISTICS

Candidates applying for this position will possess:

- Extreme passion for our agency's mission of finding homes, saving lives and inspiring compassion.
- Proven ability to exercise good judgement when dealing with the public, staff, volunteers, and confidential information.
- A love of animals without bias against specific breeds.
- Strong written and verbal communication skills as well as ability to communicate with people from all backgrounds.
- Ability to maintain a professional demeanor with the public, volunteers, and other staff members.
- Ability to problem solve and face challenging situations in a calm and mature manner.
- Self motivated and proactive work ethic as well as ability to work independently.
- Ability to absorb and apply information quickly.

DUTIES AND RESPONSIBILITIES

Animal Care:

- Provide adequate food and water to shelter animals daily.
- Follow established disease control protocols to clean, disinfect, and maintain shelter cages/kennels each day.
- Monitor animals and immediately report health or behavior abnormalities to supervisor.
- Participate in stress and disease reduction efforts through purposeful and compassionate handling and placement of animals in the shelter environment.
- Assist with animal intake, evaluation, and treatment.
- Operate laundry and dishwashing equipment.
- Restock cleaning areas with supplies and equipment.
- Maintain equipment in working condition; report equipment or supply needs to supervisor.
- Maintain BHS in a clean and organized manner to present BHS and our adoptable pets in an appealing way.

PROFESSIONAL PERFORMANCE

- Maintain professional standards of performance, demeanor and appearance at all times.

- Complete tasks and responsibilities in a timely and efficient manner, comply with BHS policies and standards, and meet the requirements of the position.
- Maintain a creative, cooperative approach to the position and seek to bring a constructive, problem-solving mentality to all tasks.

SKILLS, REQUIREMENTS, AND ABILITIES

- 18 years of age or older.
- High School Diploma or equivalent.
- Ability to lift a minimum of 50 pounds, sit/stand for long periods of time, and possess willingness/ability to humanely handle possibly feral cats and large (60+ lbs.), strong dogs in an effective manner.
- Ability and willingness to work in all types of weather.
- At least 3 years of customer service experience.
- Computer literacy and ability to master software as applicable to BHS operations.
- Experience handling and interacting with cats and dogs.

This position description does not imply that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an, "at-will," relationship.

If interested, please submit a resume and cover letter.