



JOB TITLE: PT Animal Care/Adoptions
REPORTS TO: Shelter Management

Company Overview

The Toledo Area Humane Society is a charitable 501(c)3 animal welfare organization. Our mission is to lead the community in efforts focused on relieving the suffering of, preventing cruelty to, and providing for humane treatment of animals.

TAHS is seeking a part-time animal care and adoptions team member. The right candidate will need to be available to work on Saturday or Sunday (appx 8 a.m. – 6 p.m.), and two days during the week from (from 8 a.m. – 7appx. 6:30 p.m.). *Please note: staff schedules are based on the needs of the shelter, and you would need to be available to work the entire days that you are scheduled, not partial days. This schedule would probably not be a good fit for a student attending college on campus who is not available to work entire days that we need coverage at the shelter.*

This person will be responsible for, among other things, processing animals upon intake, working our reception desk, competing adoptions, and basic animal care. We're looking for a team member with a positive attitude, a passion for our mission and a love for animals! **If interested, please submit your resume to lsommers@toledohumane.org.**

Requirements:

- Availability: Saturday or Sunday 8:00 am – 6:00 pm, two **full** week days 8:00 am-7:00 pm, schedule based on needs of shelter
- Process intakes for animals coming into the building
- Cleaning cages & kennels daily
- Providing food & water for animals
- Identify possible medical problems/diseases in animals and bring concerns to the attention of the department supervisor/assistant supervisor
- Hold and/or restrain animals as needed
- Administer vaccinations and draw blood
- General building cleaning duties such as sweeping and mopping
- Cleaning litter pans, animal carriers, food & water bowls, etc.
- Completing laundry and cleaning dishes
- Answer incoming calls and responding to inquiries from shelter visitors
- Assisting shelter visitors with general questions/information as needed
- Completing adoptions for animals in our care.

The successful applicant must have a drivers' license and an excellent driving record. You must also be able to lift 50 pounds as well as being able to multi-task and be able to work in a very fast-paced environment as well as having excellent customer service skills. Previous animal care experience preferred.

If interested, please email resume and cover letter to Erika Schmidt, Shelter Coordinator, at eschmidt@toledohumane.org.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbent of this job. The incumbent may be requested to perform job related tasks other than those stated in this description.

Revised 4/7/2017