

JOB POSTING KENNEL TECHNICIAN

Position up to 32-35 hours per week

Hours: In between operational hours of 8:00 am to 9:00 pm 7 days per week.

Organizations Expectation

All employees will adhere to the mission statement, vision statement, values, policies, procedures and the objectives of the organization. Personnel of the Medicine Hat SPCA will use discretion and carry out duties in a efficient and professional manner. Performs duties in a manner which encourages attainment of values, contributions, and good community relations with the shelter and its programs. Provide support in the development of a safe and positive organizational culture and becoming a workplace of choice. Employees are to work courteously and cooperatively, with a focus on civility, with staff, volunteers, fosters, adopters, board, donors and all public.

Position Summary

The Kennel Technician position is responsible for the cleanliness of the shelter and welfare of animals, responding to questions from the public and assisting in animal relinquishments and adoptions.

Duties and Responsibilities

Kennel Technician Duties:

- Respond to all public inquires relating to the animals up for adoption.
- Ensure the animal rooms and all public areas are kept clean and tidy at all times. Cleaning is a very large part of this position.
- Ensure the laundry room/dog wash/drop box areas are kept clean and tidy at all times.
- Attendance for staff meetings are required and other meetings as required.
- Receive and sort daily donations.
- Shop for shelter supplies, only at the request of Shelter Supervisor.
- Participate in the organization's fundraising efforts.

Qualifications

- High School Diploma or equivalent
- 2-3 years' experience working in an animal shelter and/or veterinary clinic is preferred but it is not required.
- Excellent organization skills.
- Medical terminology an asset.
- Prioritizing and time management skills.
- Ability to multi-task and work quickly without compromising quality.
- Proficiency in communication and written skills.
- Previous customer service an asset.

Working conditions

- Working environment within a busy animal shelter with a moderate noise level. The position may involve exposure to dangerous and/or diseased animals as well as chemical cleaners.
- Position is fast paced; therefore, quick thinking and multitasking is a necessity.
- Required to work within operational hours of 8am-9pm, up to 5 days a week, with weekend and night rotation. Hours are subject to change, based on the agency's needs.

This position description reflects the general duties of the position, but it is not intended to be a detailed description of all duties that may be inherent in the position. The Kennel Technician may be asked to perform other duties as required or assigned by the Team Supervisor or Shelter Supervisor.

In order to be considered for this position:

- Hand your **resume and cover letter** in person during 12 PM and 6 PM (55 Southwest Drive SW)
- Fill out a employment application upon arrival to the shelter.

This posting will remain open until the position is filled.