

**Aggieland Humane Society -Job Description
Animal Care Attendant (part time)**

REPORTS TO: Operations Supervisor

EXEMPT/NON-EXEMPT: Non-exempt

SUMMARY

Responsible the health and welfare of the animals in the care of the shelter, for the safe, sanitary, and humane operation of the kennel facilities.

GENERAL DUTIES

- Upholds the Base Code of Conduct of the Aggieland Humane Society and state laws at all times.
- Participate in humane care and treatment of animals, monitors shelter for signs of disease, and reports problems to the operations supervisor
- Participate in euthanasia if necessary.
- Unpack/stock supplies as needed
- Answer animal care calls from front desk.
- Assist citizens with animals.
- Assisting in preparing vet care lists.
- Assist with monitoring shelter buildings and shelter vehicles for regular repair and maintenance.
- Assist with transportation of samples to Texas Veterinary Diagnostic Lab.
- Assist with transportation of animals to veterinary clinics in the Bryan/College Station area.
- Supervise community service workers and volunteers.
- Perform related duties as assigned.

- **EDUCATION/EXPERIENCE** Required
- High school diploma or GED
- Must be able to read and write the English Language
- Have a valid Drivers' License.

SKILLS/ABILITIES/OTHER REQUIREMENTS

- Ability to work as a member of a team to ensure smooth functioning and a positive public image of the Aggieland Humane Society with a heavy emphasis on customer service.
- Ability to hand the stress associated with euthanasia of animals, loud noises, and strong odors.
- Ability to give direction to volunteers and community service workers
- Good oral and written communication skills.
- Ability to become proficient in PetPoint Software.
- Ability to be ACO Basic Certified and Euthanasia certified within 12 months.