

# ANIMAL RESCUE LEAGUE

OF BERKS COUNTY

## **Title: Animal Care Specialist**

**Position Summary:** Under the direction of the Animal Care & Behavior Supervisor, the Animal Care Specialist provides a high standard of animal care to ensure the welfare of the animals at Animal Rescue League of Berks County (ARL). S/he creates a healthy environment for all animals by monitoring their health and behavior, maintaining the cleanliness of kennels and surrounding areas, and providing exercise and socialization.

## **Supervisor: Animal Care & Behavior Supervisor**

**ARL Culture:** Working at the ARL requires a positive attitude and high emotional intelligence. We have an inclusive, mission-driven, people-first culture of compassion in adherence with our organizational values ([www.berksarl.org/values](http://www.berksarl.org/values)) and the animal-sheltering industry's human-animal support services model ([www.humananimalsupportservices.org](http://www.humananimalsupportservices.org)). Advocacy of the ARL and animal welfare as it relates to animal sheltering is central to organizational goals and community/stakeholder conversations.

Staff members at all levels are expected to be ARL mission ambassadors. This person will be devoted to assisting the organization accomplish the necessary philanthropic duties that will assist in raising funds and spreading positive awareness of the organization to the community. These duties include, but are not limited to:

- Providing needed information for stories and promotions.
- Ensuring the needs of the animals and public are met whenever possible.
- Assisting with events or fundraising as needed.

## **Examples of Duties and Responsibilities:**

- Maintain a high standard of animal care and welfare to all animals under the direct care of the Animal Rescue League of Berks County, which includes providing scheduled feedings, medications, clean water at all times, proper bedding and enrichment.
- Properly clean and sanitize kennels, rooms, cages, equipment, and areas of shelter as assigned, according to ARL's Standard Operating Procedures.
- Follows Fear Free Shelter methods and best practices.
- Bathe or clean animals if they are soiled.
- Exercise and socialize with animals on a regular basis while abiding to ARL's dog walking policies.
- Observe and document unusual behavior, signs of illness and any injury of an animal on a daily basis.
- Communicate vital information to medical, behavior, and adoptions departments as needed.

- Restrain, confine, and handle animals, including those which are ill, injured, quarantined, and aggressive. This includes assisting medical team members with assigned items including, but not limited to, animal intakes, diagnostics, and treatments.
- Make sure all animal rooms are always appropriately stocked for morning cleaning and daily care.
- Clean all animal areas outside of the rooms including but not limited to hallways, kitchen areas, inventory areas, outside kennel areas and special rooms.
- Keep up with the daily laundry washing, folding, and stocking.
- Conduct Lost and Found tours with members of the public.
- Be knowledgeable and conversational on ARL's policies and common animal welfare practices.
- Provide excellent customer service to individuals utilizing ARL's services.
- Work cooperatively with ARL's volunteers and partners
- Perform other duties as assigned.

#### **Skills and Requirements:**

- High School Diploma or GED
- Minimum one year of animal care experience, can be with personal pets.
- Minimum of 18 years of age
- Must be able to lift up to 50 pounds.
- Exceptional attention to detail and organizational skills with the ability to multi-task
- Love of animals and ability to interact with them in a calm, non-threatening manner.
- Compassion for animals and human beings, commitment to ARL's mission, values, and goals
- Ability to work effectively, both independently and in team environment
- Ability to positively interact with colleagues, coworkers, and community members from widely varied backgrounds with integrity and honesty throughout all facets of the position, always maintaining confidentiality.
- Reliability, high level of integrity and punctuality are essential.
- Good communication skills and ability to work in a team environment and follow directions.

#### **Work Environment:**

- Exposure to odors and airborne particles including animal fur and toxic chemicals.
- High levels of noise
- Can be fast-paced and stressful, working with emotional clients.
- Department Hours of operation between 8am and 9pm seven days a week, flexible work hours will be required (including holidays, weekends, and overtime)
- Physical requirements include being able to withstand prolonged periods of sitting or standing, lifting, or moving up to 50 pounds.

**Overtime:** This position is eligible for overtime.

Non-exempt, competitive salary, education opportunities, plus benefits, including medical, prescription, vision and dental insurance, sick leave, annual leave, and IRA plan (benefits apply to full-time status only). Will require nighttime, weekend, and holiday work.

**Note:** This job description is not intended to be all-inclusive. Employees may be required to perform other related duties to meet the on-going needs of the organization.

*Animal Rescue League is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. EOE/M/F/D/V/SO.*

I acknowledge that I have read and understood the above job description in its entirety and am capable of performing all of the stated requirements.

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Employee Signature

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Date

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Director of Human Resources Signature

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Date

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