



Job Title: Shelter Operations Assistant/Volunteer Shift Supervisor

Hours: Part Time: Tuesdays, Thursdays and Fridays from 5-8pm, and Saturdays from 7am-10am with flexibility required; must work holidays that fall on your scheduled days

Reports to: Shelter Operations Supervisor

Job Description Summary: This part-time position is responsible for supervising and assisting volunteers to ensure all direct animal care and cleaning protocols are completed (providing direct animal care when volunteers are not available). Other duties may include but are not limited to: feeding animals, general cleaning, walking dogs, organizing supplies, and administering medications to animals. Animal handling experience required. Looking for someone who is highly motivated and able to work independently and efficiently with a large workload consisting of the cleaning of animal cages and kennels.

Duties & Responsibilities:

- Ensure animal care volunteers are well-trained and follow all shelter protocols
- Feed all cats and dogs and medicate as necessary
- Clean all enclosures and kennels thoroughly
- Make sure public areas of the shelter are clean and tidy
- Assist with adoptions and intakes when needed
- May administer medications upon intake of new animals
- Communicate updates/important information to staff regularly using the Slack app.
- Follow quarantine protocols as directed
- Attend meetings outside your typically scheduled hours on an as-needed basis
- Assist with maintaining and updating ShelterLuv database
- Maintain a high standard of care for all animals
- Other duties as assigned

Requirements and Preferences:

- At least 1 year experience working hands-on with animals
- Must be able to humanely and safely handle a wide variety of species
- Must be able to handle potentially aggressive animals safely
- Must have a positive attitude and be genuinely motivated to accomplish cleaning tasks efficiently and thoroughly
- Must be able to lift 50lb.

Policies & Procedures

- Comply with all shelter policies, procedures and philosophies as outlined in our Culture Statement
- Comply with all state, local and federal laws
- **To apply for this position please e-mail your cover letter and resume to: info@scituateanimalshelter.org**

The Scituate Animal Shelter is an equal opportunity organization. Volunteers and employees will be chosen without regard to race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, physical/mental disability or marital status in accordance with the state and federal law.