

Kennel Technician



Part Time Position

Job Description

- Responsible for the cleaning of animal cages, feeding of the animals, and the cleaning of the kennel.
- Responsible for keeping accurate records of intakes and disposition of animals.
- Handle adoptions and paperwork associated.
- Responsible for owner surrender and stray intakes of animals.
- Entering dog/cat adoptions and scheduling surgeries with the veterinarian.
- Send text reminders to animal fosters of upcoming surgery appointments.
- Keeping records of the animals' medical records and administering medication as needed.
- Monitor health and behavior of the animals daily, let the Shelter director know of any problems or concerns immediately.
- Vaccination of shelter animals.
- Responsible for the upkeep of all social media platforms that the shelter utilizes.
- Will perform proper/safe restraint as needed for exams or assisting with sedation.
- Office administrative as needed.
- Taking animal complaints and forwarding to the animal control officer.

Qualifications

- High school diploma or GED – ability to acquire/maintain required certification(s)
- Passion for serving the community, public service.
- Strong written/verbal communication skills.
- Independent judgement to prioritize multiple assignments and tasks.
- Computer literate.
- Team player, conscientious.

Hours of Operation

Employee hours Sunday 10 am – 2 pm

- Required to come in on Holidays to clean kennels and feed the animals.

Interested applicants need to complete an application and return to hr@decaturcounty.in.gov