



Animal Care Technician

Duties and Responsibilities:

Responsible for providing safe and sanitary conditions for animals and people by assuring all animals' nutrition, housing and basic medical needs are met on a daily basis. Responsible for providing friendly, positive, compassionate counseling to people surrendering animals and overall exemplary customer service to any visitors at the shelter. Must be able to handle stressful situations.

- Performs all tasks within the parameters of the written Policies and Procedures (SOP) of Midcoast Humane
- Responsible for daily cleaning kennels/cages/contents and housing areas per SOP.
- Responsible for ensuring that each animal receives food and water, bathing/grooming and for providing humane handling when animals need to be moved per SOP.
- Monitors animal health and behavior and documents/reports any changes per SOP.
- Administers and documents medications and medical treatments, as directed by Intake Manager or Veterinarian.
- Provides daily exercise and kennel/cage enrichment per SOP.
- Serves as a friendly and accommodating educational resource to all visitors in the shelter; serves as a compassionate counselor to owners surrendering animals.
- Assists in the cleaning, laundry, organization and maintenance of the facility and grounds.
- Assists with inventory, restocking supplies and runs errands as necessary.
- Assists volunteers in carrying out their duties and aids in training volunteers.
- Data entry and utilization of population management via shelter computer program. Process citizen intakes, return to owners, and animal control intakes.
- Schedules owner surrender intake appointments and returns calls, answering questions regarding potential intake animals.
- Checks lost reports and other social media featuring lost pets daily to identify potential matches for stray animals.
- Other duties as assigned by the Intake Manager or Intake Supervisor.

Education Requirements: GED or High School diploma required, higher education preferred. One to two years animal care and/or veterinary experience preferred, but not required. Strong data entry and computer skills. Excellent customer service skills.

Working Environment: Possible exposure to infectious organisms, animal waste, allergens, and chemical materials requiring OSHA Material Safety Data sheets. Potential hostile persons and/or vicious animals.

Schedule Requirements: Willingness to work weekends and holidays. This role will be dual location across both of our campuses in Brunswick and Edgecomb; position is mobile and frequently moves between shelter locations.

Physical Requirements: Ability to lift and carry 50 lbs. for 100 feet; bend and reach; control large dogs on a leash; work with a variety of cleaning agents; work in an environment with daily changes in climate.

Job Type: Full-time

Pay: From \$15.00 per hour