



Canine Caretaker Job Description

Reports to: Canine Care Coordinator

Time Commitment and Location of Work: This is a part-time to full-time position and the selected candidate will work 3-5 shifts per week. Shifts are either: 8am – 4 pm; 9 am – 2 pm; or 3pm-8pm. The position has a rotating schedule and weekend, evening and some holiday work are required. We care for our dogs seven days/nights a week, rain or shine, and are looking for someone committed to assisting in their care with a positive attitude and eagerness to work hard.

Position Summary: The canine caretaker is expected to work within a team setting to oversee the health, well-being and general care of all canines at Acadiana Animal Aid. Caretakers are expected to work with and engage our canine volunteers while overseeing their safety and ensuring they follow our protocols.

Essential Duties/Responsibilities:

- Walk and exercise dogs
- Feed, monitor eating habits, and report appetite or weight fluctuations
- Responsible for observing and reporting any changes in health or appearance; including bowel movement scores, lethargy, etc.
- Clean kennels, crates, runs, dishes, and laundry in accordance with posted protocols
- Scoop both on all dog walks
- Bathe and brush dogs when needed and able
- Administer medications
- Work with the canine coordinator to enhance the physical and emotional wellbeing of all dogs
- Work with trainer/behaviorist on dog enrichment, behavior modification and specific training programs
- Treat the animals with kindness and respect
- Work closely with and supervise volunteers
- Communicate clearly to staff and volunteers
- Follow all procedures and protocols to help decrease cross-contamination and increase overall health
- Identify and report improvements to cleaning procedures and caretaking responsibilities
- Ensure the dogs have comfortable bedding and appropriate enrichment/stimulation
- Help maintain upkeep of outdoor yards and kennel areas
- Work with visitors and volunteers to monitor, evaluate and improve visitor, volunteer and intern programs.

Qualifications:

- Ability to multitask, work well with co-workers, and be a good communicator
- Work with an upbeat, positive and energetic attitude
- Must be able to work with all dogs, including those with health and behavior concerns, and all sizes and energy levels
- Must be willing to work weekends, evenings, and holidays
- Must be able to professionally advocate Acadiana Animal Aids' position on issues
- Must be able to routinely lift 50 pounds
- Must be able to perform strenuous physical activity including but not limited to; standing, lifting, carrying, stooping, squatting, cleaning and bending for prolonged periods
- Work indoors and outdoors in a variety of weather conditions
- Long exposure on a daily basis to dogs of all temperaments, sizes, and medical conditions
- Honest, willing to work, and in good physical condition

Additional Information

We are a small non-profit and unable to provide benefits for this position. Full-time employees will be allowed 5 paid sick days and two weeks vacation days. These absences will only be paid days away from work after the employee has been with AAA for 6 months. At that time we will prorate your yearly paid off days for the remainder of the year. Once you have been in the position for 1 year you are allowed the full 5 paid sick days and two weeks' paid vacation.

AAA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, nationality, sex, sexual orientation, age, or disability.