Job Title:	Dog Care Technician	Position Type:	Part Time
Department:	Kennel Department	Shift:	Monday-Friday Facility is staffed all year round so scheduled workdays will vary
Reports To:	Kennel Manager	Hours:	4 hour shifts. 8:00am-12:00pm
Salary Range	$12.50 per hour starting pay. Ability to earn performance bonuses in third and ninth months. Possible base pay increase to $15.00 per hour after 3 months of employment based on performance and skill level.	FLSA:	Non Exempt
Benefits:	Employer Medical Insurance Plan Dental and Vision Insurance available Generous Paid Time Off Paid Holidays Paid Birthday Employer-matched Retirement Plan $300 Sign on Bonus at 90 days of employment.	Supervisor:	Kennel Manager/ Facility Director

Job Summary

Are you passionate about working with dogs and making a difference in people's lives? 4 Paws for Ability trains service dogs to enrich the lives of children and veterans with disabilities. As a dedicated dog care specialist, your primary mission is to ensure the utmost well-being of the beloved dogs and puppies in the 4 Paws program. You will provide exceptional care by maintaining clean living environments, ensuring the dogs enjoy ample exercise, and are fed well.

Duties/Responsibilities

Dog Care and Hygiene:

- Regularly bathe and groom dogs.
- Perform routine health checks (nails, ears, coats, mats).

Facility Maintenance:

- Sanitize kennels and areas using cleaning machines.
- Deep clean kennels regularly.
- Manage laundry tasks (bedding, towels).

Feeding and Care:

- Ensure dogs have appropriate food and clean water.

- Administer medications as prescribed, with proper documentation.

Dog Handling and Monitoring:

- Rotate and exercise dogs.
- Supervise group playtime for safety

Transportation and Support:

- Transport dogs as needed.
- Assist volunteers
- Documentation, Record Keeping, Communication:
- Maintain accurate records in Salesforce.
- Communicate effectively with team members.

Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements/Preferences

Skills and Abilities:

- Must Have
  - Demonstrated adherence to 4 Paws Values: Passion, Ability,
  - Commitment, and Teamwork.
  - Ability to collaborate effectively as a respectful member of a
  - professional team and take direction from leadership.
  - Excellent time management skills with a proven ability to meet deadlines.
  - Ability to function well in a high-paced and at times stressful environment.
- Nice to Have:
  - Prior dog handling, training, and dog health care experience.

Education and Experience:

- Must Have
  - Possession of a valid driver's license with the ability to obtain insurance at standard rates.
  - Completion of high school or equivalent (GED).
- Nice to Have
  - One-year related experience

Physical Ability/Work Environment:

- Safely lift objects up to 45 pounds and handle dogs up to 110 pounds.
- Seek assistance for lifting dogs or objects over 45 pounds.
- Stand, walk, bend, and stoop for extended periods on hard surfaces.
- Use cleaning chemicals.
- Work indoors and outdoors in various weather conditions.

4 Paws for Ability is an equal-opportunity employer and values diversity in our workforce. We encourage applications from individuals of all backgrounds and do not discriminate based on race, color, religion, sexual identity, gender orientation,

national origin, age, disability, or any other protected status. We are committed to providing a fair and inclusive employment environment for all employees and applicants.

Signatures

This job description has been approved by:

Manager_____ Date _____

HR_____ Date _____

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____