



...IS COMMITTED TO SERVING THE BEST INTEREST OF THE ANIMALS WE STRIVE TO PROTECT.

## **Kennel Coordinator Job Description**

### **Job Title:**

Kennel Coordinator

### **Job Type:** Full-Time

**Hours:** Tuesday – Saturday 12-5 pm, various additional hours

**Pay Rate:** \$15 - \$16 per hour DOQ

**Reports to:** Executive Director

### **Job Summary:**

Manages the intake of shelter pets. Oversees kennel staff and ensures proper care for animals. Monitors the health and well-being of shelter animals. Administers necessary vaccines and medications. Works with city and township impounds to provide space for stray animals. Maintains records on all shelter animals.

### **Specific Job Duties:**

#### **Kennel/Animal Management**

- Coordinate animal surrenders with the public, local pounds, and other animal agencies. Manages the total number of shelter pets within set parameters.
- Handle new animal intake processing: weights, temps, microchip scan, vaccines and overall check of each animal for condition or medical ailments.
- Complete required in-take paperwork and transfer information to computer database.
- Work with clients to ensure they know all of their responsibilities as pet owners or foster parents.
- Communicate and coordinate with shelter desk worker on adoptions, fosters, and surrenders.
- Provide minimal grooming of animals to make them more approachable for potential adopters.
- Maintain supply of proper food for shelter animals.
- Maintain supply of proper cleaning products for use by kennel staff.
- Provide direction and instruction to staff and volunteers regarding animal behavior and medical concerns.

#### **Medical**

- Administer all necessary vaccinations. Conduct de-worming, de-fleeing and ear checks (cleaning if necessary) of each animal in care of the shelter.
- Set up spay/neuter appointments with approved vet clinics.
- Order vaccinations and other medical and kennel supplies.

- Work closely with the Executive Director on animal illnesses and behavior issues.
- Consult approved veterinarians on medical issues and concerns.
- Oversee animal health and inform the executive director of potential health concerns.
- Maintain medication records for each animal.
- Maintain safe supply of medications.
- Write monthly animal health report for Executive Director and Animal Welfare Committee

#### **Other Duties**

- Transport animals to and from the vet clinic and impound as needed.
- Communicate with city and township impounds to try and prevent euthanasia.
- Practice excellent cleaning standards in regards to contamination factors. Uses marked orange/green contamination laundry bags, gloves and cover-ups during medical treatments. Follow and promote all approved cleaning procedures.
- Work with Executive Director to keep cleaning guidelines updated and in-line with proper industry standards.
- Help train in new staff and volunteers.
- All other duties as assigned by the Executive Director

#### **Skills/Qualifications:**

- Bachelor's Degree in Animal Behavior, Animal Science, Biology, Veterinary Technology, Veterinary Technician or related field
- Must have at least 1 year experience with Vet in clinic or shelter setting preferred
- Must enjoy working with dogs and cats
- Able to follow oral and written instructions
- Able to humanely handle animals under various circumstances
- Able to work harmoniously with other employees
- Able to lift and properly handle medium and large size dogs
- Must be courteous and friendly with clients and the general public

#### **Requirements**

- Schedule varies Monday – Sunday 8 am to 5 pm, some evening work may be required
- Attend regular staff meetings as scheduled
- Must have valid MN Driver's License

#### **Benefits**

- 50/50 Health Plan available for full-time employees
- Worker's Compensation insurance
- Time and a half holiday pay

By signing below I certify that I have read and understand my job description. I will do my best to fulfill all of the duties outlined therein.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date