



### **Animal Care Specialist**

The Norfolk SPCA is seeking an enthusiastic individual to join our team as an Animal Care Technician. A successful technician at our shelter is a highly motivated self-starter who is able to follow detailed instructions while displaying a strong work ethic in a physically demanding environment. Kennel Technicians perform all duties related to high volume animal welfare and care, including interacting with vet staff and offering exemplary customer service to the public. This position reports to the Shelter Operations Director. This is a part-time/full-time position which requires working evening, weekend, and holiday hours. Previous animal welfare and/or animal care experience is required.

### **Duties and Responsibilities:**

- Provide excellent customer service and assist the public in viewing and meeting pets and processing adoptions
- Keep accurate and detailed records
- Provide excellent care including cleaning, feeding, watering, and medicating animals as directed
- Provide a variety of daily enrichment, exercise, socialization, and teach basic commands
- Clean, organize, and maintain all areas of the shelter

### **Qualifications:**

- High school diploma
- Ability to lift 50 pounds
- Ability to be on your feet, bend, stoop, and walk for an 8 hour work day
- Positive and friendly attitude
- Desire to learn and grow, and ability to be flexible in a constantly changing environment
- Be comfortable handling dogs of all sizes and breeds
- Willingness and ability to communicate with people in a friendly and professional manner
- Ability to deal with difficult and stressful situations
- Good communication and listening skills.
- Ability to work independently and as part of a team.
- Previous experience working hands-on with animals in a shelter environment or veterinary facility.
- Desire to make a positive difference in the lives of animals.

Please send a letter of interest and resume to [humanresources@norfolkspca.org](mailto:humanresources@norfolkspca.org)