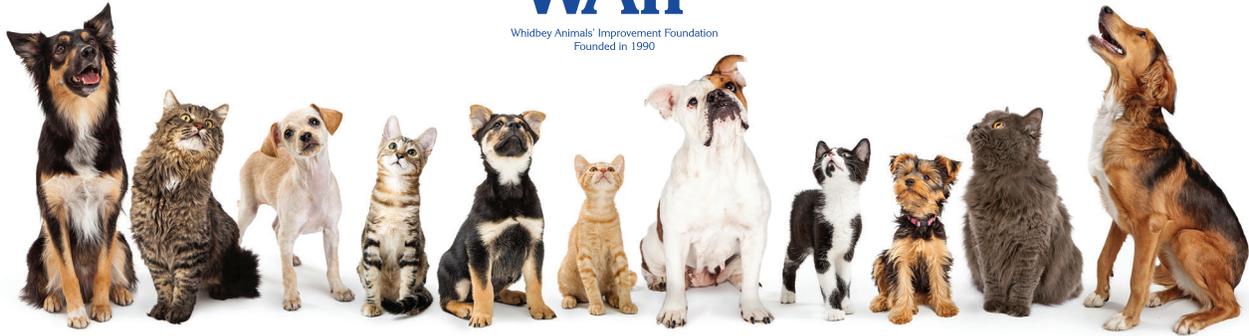




Whidbey Animals' Improvement Foundation
Founded in 1990



Animal Care Technician

Hourly • NonExempt

Organization Background

Whidbey Animals' Improvement Foundation (WAIF) was founded by a group of dedicated and compassionate volunteers in 1990 to provide positive outcomes for treatable, healthy, and adoptable homeless cats and dogs. WAIF obtained its nonprofit 501(c)3 status from the IRS in 1995 and is a registered charity in the state of Washington.

WAIF operates with a life-saving philosophy to help all homeless dogs and cats through adoptions, reunion of lost pets with owners, and through partner transfers with other 501(c)3 nonprofit organizations in good standing.

WAIF has three adoption facilities that include cat adoption locations in Oak Harbor and Freeland, and our main shelter facility in Coupeville. In addition to our adoption locations, WAIF also operates thrift stores in Oak Harbor and Freeland.

A majority of our funding to support our programs comes from private donations from businesses and individuals, and from thrift store proceeds.

WAIF not only provides adoptions for homeless dogs and cats but also offers temporary shelter for lost cats and dogs to be reunited with their owners, along with community programs for qualified low-income households that include pet food banks, spay/neuter assistance, and emergency financial assistance. WAIF also offers spay/neuter financial assistance for caretakers of community cats.

Purpose

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this position description.

This position reports directly to the Shelter Manager and performs routine animal care, customer service and related duties at the animal shelter.

Key Responsibilities

- Cleans kennels and performs related housekeeping duties
- Administering medications, treatments, and vaccinations for the shelter population
- Takes lost and found reports from the public
- Receive animals brought to the shelter
- Prepare adoption paperwork
- Issue county licenses and enter into database

continued

Animal Care Technician

Page 2

- Update shelter database for animal events (surrender, adoption, license, microchip, etc.), and screen and enter applications for PAL and Crisis Care coupon programs into database
- Reclaiming animals to their owners
- Assists in maintaining proper inventory levels of cleaning and other supplies and informs supervisor when reordering is necessary.
- Be comfortable walking and exercising dogs in our care, and provide enrichment for the cats with one-on-one interactions.
- Answer phones and emails to provide assistance to the public
- Performs related work as required

Competencies

Ability to be highly organized and detail oriented, with little supervision to accomplish tasks successfully and in a timely manner. Position also requires:

- Ability to learn quickly the basic methods and procedures of kennel cleaning
- Ability to learn quickly the proper techniques to handle animals safely and effectively
- Demonstrated ability to communicate effectively both orally and in writing
- Can work collaboratively as a respectful, reliable, and dependable team player with staff and volunteers
- Must have or be able to obtain a valid Washington driver's license with no major or repeated minor traffic offenses and auto-insurance with required coverage limits
- Flexible schedule with ability to work weekends

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job this position may be exposed to animal odors, airborne particles, and cleaning solutions.

The work is performed in office and shelter surroundings, including outdoors in inclement weather conditions. Typical positions require workers to walk or stand for long periods; lift and carry up to 50 pounds.

Preferred Education and Experience

High school diploma/GED required with one to three years customer service experience.

Compensation and Benefits

\$17 per hour

Generous PTO and vacation benefits

SIMPLE IRA Retirement Plan with 3% employer match

Employee discounts

Please no drop-bys, emails, or phone calls. Qualified applicants will be contacted to move forward in the application process.

Position will remain open until filled.

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WAIF is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. WAIF makes hiring decisions based solely on qualifications, merit, and business needs at the time.