

The Floyd County Humane Society is seeking an individual to make a difference in the lives of pets and their people by working in a supportive environment at our shelter location on Franklin Pike.

Job Title: Part Time Shelter and Kennel Caretaker

Reports To: Shelter Manager

Summary:

The Shelter and Kennel Caretaker is responsible for a shift, Monday – Friday, of animal care in the kennels (dogs and cats), including cleaning, feeding, exercising, and providing basic medical care. Duties also include general cleaning of the shelter facility, laundry, accepting deliveries, maintaining food bins, maintaining general storeroom(s) organization, communication with volunteers and the public, updating animal care and medical records. Job may include occasional travel to local vet, grocery store, pharmacy, and green boxes. This is a part time position approximately 20-25 hours per week.

Required and Demonstrated Skills

- Ability to work with both dogs and cats, following protocol and policies.
- Physically able to lift and move 50 pounds, reach, bend, stoop and stand, climb stairs and walk for periods of time.
- Ability to report to and work in a variety of weather conditions.
- Must be timely and dependable.
- Communication Skills, both oral and written
- Ability to work independently and as a team member.
- High School Diploma (or equivalent) and clean driver's license/record

Preferred Qualifications

- 1-2 years' experience working in animal care or vet setting.
- Grooming skills
- Animal training/behavior skills
- Experience recording data in any shelter management platform.
- Knowledge of basic animal health and first aid
- Ability to drive large van.

Applicants must provide 3 references and a resume. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, only reasonable accommodation will be considered. Interested parties should submit resume and cover letter to [info@floydhumanesociety.org](mailto:info@floydhumanesociety.org).

FCHS will accept resumes until the position is filled.