

## **Job Title:** Animal Care/Adoption Service Representative Part Time Positions

### **Summary**

The Monmouth County SPCA is looking for a high energy, positive attitude, and self-motivated individual to work in our first off-site adoption center and retail store located in Freehold Raceway Mall. The person is responsible and accountable for managing the day to day overall care of all the animals within the facility and maintaining a constant stream of communication with the veterinary staff to make sure all animals are healthy. The ideal candidate will also be contributing to creating a positive store experience by coordinating efforts and cross training in all aspects of animal care as well as adoption services and sales. Adoption counseling matches pets with adopters, informs adopters regarding pet care and executes adoption transaction. This position requires interacting with fellow employees and volunteers as well as promoting the Monmouth County SPCA's mission and vision to animal welfare.

### **Job Duties and Responsibilities**

Treat all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance. Work harmoniously and effectively with other MCSPCA staff members and in conjunction with the MCSPCA adoption policies and procedures.

#### Animal Care Specific Duties:

- To observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent
- To thoroughly clean and disinfect all areas of the animal area as often as is necessary
- To determine the type and amount of food animals receive
- To take charge and/or handle animals as required
- To socialize animals throughout the day to provide exercise and mental stimulation
- To perform needed cleaning and maintenance of all equipment and tools used in job assignments
- Unpacking, labeling and stocking of supplies and donations
- Make sure animals are clean and smell fresh
- Recognize and record any unusual condition or abnormal behavior of any shelter animal
- Report signs of illness, disease, injury or unusual activity to technicians/manager
- Feed each animal as prescribed by the attending D.V.M. and record appetites
- Receive animals to be admitted for adoption and is responsible for their proper identification and for recording their respective locations
- Assist doctors, technicians, treatment assistants and other personnel with the administration of medications or with restraint
- Make sure cages and animals are properly numbered and identified
- Cleans and sanitizes all cages, runs, and related areas
- Wash and sterilize water and food bowls
- Perform general cleaning including emptying trash
- Aid in the transport of animals to and from the Eatontown facility

#### Adoption Counselor Specific Duties:

- Interviews prospective adopters to determine suitability as adopters and type of pet desired

- Introduces adoption prospects to animals that suit their family needs and expectations, using Meet Your Match
- Provides adoption prospect with explanation of:
  - MCSPCA adoption policies and procedures
  - Appropriate pet care
  - Tips for introducing new pets to new home, family and other pets, if appropriate
  - Whom to contact with post-adoption questions
- Approves or denies adoption application
- If adoption approved, facilitates medical work-up
- Completes adoption data input and financial transaction
- Make sure Meet Your Match cards are in their proper place at all times
- Make follow-up phone calls to adopters two weeks after adoption.

Ensure all daily store required activities are performed per MCSPCA standards

Flexibility in schedule to meet the demands of the business working weekends is a must

Perform other duties as assigned

**Skills needed:**

The ideal person for this job would be a team player, personable, outgoing, patient, and able to get along well with a variety of people

Excellent written and oral communications skills

Proficiency with Microsoft Windows and Microsoft Office

Ability to work independently to follow through on projects with an attention to detail and strong organizational skills with the flexibility and ability to manage multiple tasks

Comfort and ability to work with animals and the public at the same time

Knowledge of common diseases, their symptoms and means of transmission, administration of oral medications, assessment of change in animal status

**Physical Requirements:**

Physical ability to walk and/or stand on your feet throughout a normal workday required

Physical ability to lift and carry 40 pounds regularly

**Education and Experience:**

High School Diploma or equivalent; some college preferred

Customer service

Retail experience preferred

Basic animal behavior

Previous experience in an Animal Shelter or related field preferred and/or required certification

All qualified interested parties can submit their resume along with salary requirements via email [employment@monmouthcountyspca.org](mailto:employment@monmouthcountyspca.org) . No phone calls please!

We would like to thank everyone who submits his or her resume for this position. Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted. The Monmouth County SPCA offers a competitive salary with excellent benefits, is an equal opportunity employer and promotes a smoke free & drug free workplace.