



Animal Care Attendant/Adoption Counselor *Reports to Operations Manager*

- Participate in the daily cleaning/sanitizing of shelter; including but not limited to kennels, cat rooms, other animal enclosures, lobby, kitchen, bathrooms, ISO, exam, groom & dog supply rooms
- Wash dishes, litter pans, crates and feral boxes
- Do laundry – throughout the day
- Keep trash & animal waste cleaned-up in dog yards and shelter property
- Stock items daily where needed
- Assists in the training of new employees and volunteers
- Write dog story/description for kennel cards
- Walk, train and socialize dogs to better ensure adoptability
- Socialize cats and other animals to better ensure adoptability
- Participates in meet & greet with potential adopters
- Administers vaccinations & microchipping
- Animal Grooming
- Cross-trained on crematorium
- Inform Lead Animal Care Attendant of absence if Operations Manager is on vacation or otherwise unavailable
- Inform Lead Animal Care Attendant of safety hazards
- **Back-up front desk as needed:**
 - Maintains status of incoming/outgoing animals and their status through the PetPoint system
 - Greet and assist customers in person and on phone
 - Counsel and aid potential adopters in their choice of animals and suitability of that animal to their home
 - Maintain and clean front desk area

Any Other Duties as Assigned by Operations Manager

Recruitment covers full and part time positions and includes varied schedules. Starting pay is \$13/hour with a six-month probation.

To apply complete an BRHA Employment Application and return in person at 262 Fairgrounds Rd, Hamilton (during business hours), mail to: BRHA Op Manager, PO Box 57, Hamilton, MT 59840 or email to: opmanager@bitterroothumane.org.