



Interested in joining a dynamic team working to help people and pets in our community? Join the HOV team!

Job Title: Seasonal Operations Support Specialist	Department: Operations
Status: Part-Time / Non-Exempt / Seasonal	Pay Rate: \$18.00/hr
Benefits Eligible: No	Posting Date: May 1, 2026
Hours: 21 Hours / 3 Days per week (Must be available from 8AM until 3PM, including holidays and weekends.)	

Position Summary: Supports all aspects of animal care at HOV. This position must be able to perform canine and feline care, shelter operational support, data entry, and customer service that meets HOV's standards at all times.

The Operations Support Specialist works closely with the animal care staff, behavior staff, vet clinic staff, and must act as part of a harmonious team. Additional duties will be assigned as needed to meet the needs of HOV at the discretion of the Assistant Operations Director or Operations Director.

This position reports to the Assistant Operations Director.

Essential Duties & Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties.

- Assists with cleaning, feeding, exercise, enrichment, and health care of all shelter animals.
- Supports the animal care team by assisting with various operation support duties, including, but not limited to, dishes, laundry, deep cleaning kennels, restocking animal rooms, prepping dog food bags to send home with adopters, poop-scooping, and cleaning and sanitizing animal crates.
- Assists the behavior team with animal enrichment, including, but not limited to, preparing kongs & fun buckets, prepping treats for and filling treat buckets, and other enrichment activities as time allows.
- Communicates animal health and welfare concerns to appropriate supervisor and/or shelter veterinarian.
- Accurately inputs animal information into shelter database.
- Assists the vet clinic with cleaning instruments and prepping dental/surgical packs.

- Sorts through in-kind donations and puts them in their appropriate location within the shelter or community donation shed.
- Takes garbage, mixed recyclables and cardboard to appropriate dumpsters.
- Oversees the cleanliness and organization of garage and barn.
- Maintains positive customer relations in a manner upholding the mission and goals of HOV.
- Other duties as assigned.

Qualifications & Requirements: The requirements listed below are representative of the knowledge, skills, and ability required.

- Must be able to stand and walk for long periods of time
- Must be able to lift a minimum of 50lbs
- Must be able to work outside in all types of weather
- Must be able to work comfortably with dogs and cats of all breeds, ages and temperaments
- Must be willing to work holidays and weekends
- Must maintain an ongoing commitment to the mission, vision, policies and goals of HOV.

Special Machines, Tools and Equipment Used: Power washer, industrial size washer and dryer, computers, standard office equipment, shelter vehicle, hose-end foamers, general cleaning equipment

To Apply: Visit our website at <https://www.heartofthevalleyshelter.org/about-us/#Employment> to complete our online application. To be considered as a candidate for this position, an online application must be submitted.

I understand this job description is intended to only provide an overview of the job responsibilities and requirements. It is not intended to be construed as an all-inclusive list of duties, skills, and abilities. Additional job duties and requirements may be assigned by supervisors as necessary. This job description does not represent an expressed or implied contract of employment, and Heart of the Valley reserves the right to change this job description and/or assign tasks as the needs of the organization dictate.

Printed Name: _____

Signature: _____

Date: _____