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

Job Title: Animal Care Technician	**Department:** Operations
Status: Full-Time / Non-Exempt	**Pay Rate:** $19.00/hr
Benefits Eligible: Yes	**Posting Date:** October 26, 2026
Hours: 36 Hours / 4 Days per week - Holidays and one weekend day per week required. (Must be available from 8AM until 6PM, including holidays and weekends)	

Position Summary: Preforms all aspects of care, cleaning, health and behavior observation, enrichment and intake counseling of animals at HOV. This position performs canine and feline animal care, data entry and customer service that meets HOV standards at all times.

Animal Care Technicians work closely with other animal care staff, behavior staff, vet clinic staff, and volunteers, 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. Success in this position is a pathway to the Animal Care Specialist position.

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.

- Responsible for cleaning, feeding, exercise, enrichment, and basic health care of all shelter animals.
- Responsible for communicating animal health and welfare concerns to the appropriate supervisor and or vet clinic staff.
- Maintains accurate records in hard files and in the database with regards to medical care, stage, location and other status changes for all animals.
- Cross references lost/found reports against incoming animals.
- Assists in medical procedures and medication administration as needed.

- Assists with animal health and behavior observations and is responsible for adhering to HOV's policies and procedures regarding the classification and determination of adoptability of animals.
- Offers compassionate counseling for individuals surrendering a pet while accurately documenting pertinent information according to written protocols.
- 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: _____