



## **Dog Care Coordinator** **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a full-time Dog Care Coordinator. Join our fun, fast-paced, and professional environment, where you can help, save the lives of homeless dogs and cats through our high quality, low-income spay and neuter programs, family-friendly pet adoptions, humane education, and volunteer programs. It's a great opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals through low-cost spay/neuter.

### **Job Summary**

The Dog Care Coordinator is responsible for providing superior quality of care to all dogs and puppies at The NOAH Center. They are responsible for scheduling, training, and overseeing the Dog Care Assistants to ensure that all animals have clean and sanitary housing, food, water, clean bedding, regular exercise, and customized enrichment activities. They are also responsible for overseeing the general cleanliness of the dog areas, restocking supplies, and ensuring that the dogs & puppies are in good health physically and mentally. The Dog Care Coordinator is responsible for identifying and referring medical issues to the Medical Care Assistants and assists with check-in, exams, post-op care, and the administration of medications and vaccines as permitted by law.

*The Dog Care Coordinator must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every N.O.A.H. staff member and volunteer. Performs duties in a safe and professional manner that is in accordance with NOAH's Code of Conduct.*

### **MINIMUM QUALIFICATIONS**

- Must be 18 years of age
- High School Diploma or GED Equivalent
- Associates degree in biological science is desired
- Certified Veterinary course completion is desired
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Prior experience in an animal welfare environment or veterinary animal clinical experience required
- Strong leadership and mentoring skills required
- Previous supervisor experience
- Ability to maintain accurate and detailed written and electronic records
- Compassionate and professional attitude
- Computer literate in Windows environment
- Excellent interpersonal skills and ability to work in a team environment
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment
- Ability to utilize effective problem solving/decision-making skills
- Ability to communicate effectively with volunteers, staff, and customers in a professional manner
- Ability to walk, stand, bend, stoop, carry, and safely lift up to 30 lbs. with reasonable accommodations
- Able to safely and humanely handle dogs and puppies of all temperaments

### **WORK CONDITIONS**

Works in an area with a high noise level. Requires handling of animals and exposure to fumes from cleaning chemicals. Subject to animal, dander, bites, and scratches. Exposure to biological and potentially zoonotic agents. Requires

frequent standing, bending, stooping, and lifting up to 30 lbs. with reasonable accommodations. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Salary: \$17.00 - \$20.00 per hour DOE  
Classification: Non-Exempt, Regular, Full Time  
Schedule: Rotating Schedule, will include weekends  
Benefits: Medical & dental insurance, paid sick leave, paid time off, holiday pay (select holidays) & retirement options (Eligibility requirements must be met)  
Reports to: Operations Director

## **Instructions for Applying**

### ***MUST BE AVAILABLE TO WORK WEEKENDS***

Please send a resume and cover letter to:  
Stacie Ventura, Executive Director  
Email: [stacie@thenoahcenter.org](mailto:stacie@thenoahcenter.org)  
Mail: 31300 Brandstrom Road Stanwood, WA 98292

Thank you for your interest in working for The NOAH Center!

*The Noah Center is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arises and as business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*