



Job Announcement

Change the lives of animals at The NOAH Center as its new Animal Care Coordinator! The ideal candidate brings animal-care experience to the role, and will be responsible for providing superior quality of care by ensuring all animals have clean and sanitary housing, food, water, clean bedding, regular exercise, and customized enrichment activities. They are also responsible for overseeing that animals are in good health physically and mentally, refer medical issues to the Medical Care Assistants, and assist with check-in, exams, post-surgery care, and administration of medications and vaccines as permitted by law. Each day, the Animal Care Coordinator will embody the mission of The NOAH Center: stopping the euthanasia of healthy, adoptable, and treatable homeless dogs and cats and being committed to our family-friendly pet adoptions, humane education, volunteer programs, and high-quality spay and neuter programs.

Animal Care Coordinator

Purpose

The Animal Care Coordinator is responsible for providing superior quality care to all animals at The NOAH Center, supporting the Dog Care and Cat Care Coordinators during off-days. This includes, but is not limited to, health, feeding, cleanliness, and enrichment of the animals in the shelter. Works with animal-care volunteers and partners with Medical Care Assistants for oversight and treatment of animals as needed.

Education and Experience

- Must be 18 years of age
- High school diploma or GED equivalent
- Dog/cat training/behavior experience preferred
- Prior experience in an animal welfare environment or veterinary animal clinical experience required
- Associate 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

FLSA Classification

- Non-Exempt, part time
- \$20-\$22 per hour, DOE
- Schedule varies and will include occasional weekend, holiday, and evening work

- Medical and dental insurance (full-time only), paid sick leave and time off, and retirement options (once eligibility requirements are met).
- Reports to the Operations Director
- Reporting staff: Animal care support volunteers

Skills

- Able to safely and humanely handle animals of all temperaments
- Ability to communicate effectively with volunteers, staff, and customers in a professional manner
- Computer literate in a Windows environment
- Compassionate and professional attitude
- Excellent interpersonal skills; teamwork skills required
- Shows initiative as a conscientious worker
- Ability to handle multiple tasks in a fast-paced environment
- Demonstrate effective problem-solving and decision making

Work Environment

- Ability to walk, stand, bend, stoop, carry, and safely lift up to 30 lbs. with reasonable accommodations
- Works in an area with a high noise level
- Handles animals with possible exposure to fumes from cleaning chemicals
- Subject to animal dander, bites, and scratches, as well as possible exposure to biological and zoonotic agents

Tasks

- Coordinate with the Operations Director, Cat Care Coordinator, and Dog Care Coordinator to ensure daily care is provided by a Coordinator-level position
- Supervises animal care support volunteers; oversees all animals' general care and individual needs according to set protocols and particular dietary requirements
- Oversees cleaning and disinfecting of animal housing and suites, accessories, and bedding in a timely manner, following established guidelines and routines
- Ensures general cleaning/care supplies are maintained and re-stocked, including but not limited to filling spray bottles, sweeping and mopping floors with clean mops and buckets, clearing and sanitizing counters, sanitizing doors and cupboard handles, and scrubbing sinks and tubs with approved cleaners
- Works with Human Resource Specialist about volunteer staffing; provides training and coaching while fostering a positive, caring, team-centered atmosphere
- Actively demonstrates an appreciative attitude toward volunteers; participates in volunteer recognition initiatives
- Ensures all public areas are clean and odor-free during the hours of operation; helps manage laundry processes

- Works with Transfer Coordinator, Cat Care Coordinator, and Dog Care Coordinator on movement of dogs and cats at The NOAH Center and create an arrival and housing plan for incoming animal transfers
- Supports Medical Care Assistants with checking in dogs and cats; maintains sanitation and cleanliness of check-in and exam stations; distributes medications as prescribed
- Assists in Isolation Department with cleaning, sanitation, and supply re-stocking
- Follows surgery protocols; closely monitors post-surgery animals and communicates concerns to medical staff
- Responsible for ensuring animals receive routine preventative treatments (i.e., de-worming, flea treatment, vaccines) on time and per current protocols
- May be required to assist with the humane euthanasia of an animal for quality-of-life concerns
- Handles all animals humanely and safely and monitors that volunteers are as well
- Works collaboratively with other program areas, including adoption, foster, clinic, and general operations
- Perform other duties as assigned and participate in The NOAH Center activities as requested

The Animal Care Coordinator must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and resource management are priorities for every staff member and volunteer at The NOAH Center. Performs duties safely and professionally that are in accordance with NOAH's Code of Conduct.

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 implied employment contract or anything other than an at-will relationship.

To apply, please email your resume and cover letter to Jeff Howe - volunteer@thenoahcenter.org