



Now hiring Animal Care Coordinator(s) FT & PT
See www.staffordanimalshelter.org for details
Email resume to: cnelson@staffordanimalshelter.org

Now Hiring at Stafford Animal Shelter – Livingston, MT

MISSION STATEMENT: "The Stafford Animal Shelter prevents animal distress by caring for displaced animals, facilitating adoptions and reunions, minimizing pet overpopulation and pioneering humane education & community outreach."

Stafford Animal Shelter is an open-door shelter that accepts all pets in need regardless of age, species, breed or medical condition. We have no length of stay restrictions so animals are welcome with us until they find their forever homes. We accept every pet in need: abandoned or homeless, unwanted litters

from unspayed and unneutered animals, and those confiscated by control officers for cruelty. The only nonprofit animal care facility in Park County, we serve the people and pets of the greater Southwestern Montana community including Gallatin, Sweet Grass, Stillwater, Meagher, Fergus counties and beyond.

ANIMAL CARE COORDINATOR(S) FULL & PART TIME

Job Description:

Reports to: Director of Operations

Openings Available: Immediately (6/19/2023)

Hours: Full Time, Part Time, variable

Essential Duties and Primary Job Purpose:

Under direction of the Director of Operations, the Animal Care Coordinator (ACC) provides daily care and well-being animals at Stafford Animal Shelter. Animal Care Coordinators are responsible for the feeding, cleaning, walking, assessing, and basic care of shelter dogs, cats, and zoo animals. The Animal Care Coordinator will also provide customer service, adoption counseling and support to clients. Updates and maintains animal database. Checks and forwards voice messages and emails; answers phone and directs callers to the proper staff member. Intakes and records pet lost-and-found reports; completes animal intake and redemption reports; logs city strays; collects funds for services; compiles adoption packets; facilitates adoption including screening of potential adopters; finalizes all adoptions; greets all visitors.

Shelter Operations:

1. Perform daily cleaning duties (kennels, dishes, laundry, sweeping, mopping) following established procedures.
2. Maintain cleanliness of floors throughout the Shelter – swept and mopped daily
3. Maintain order and cleanliness of laundry room – floors, laundry bins, washer/dryer. Shelves, laundry
4. Maintain order and cleanliness of intake rooms
5. Maintain order and cleanliness of each animal room - kennels (including litter pans, blankets, toys, food, water dishes), shelves, cabinets, window ledges, floors, and wall etc.
6. Report to Director of Operations if supplies are low
7. Maintain order and cleanliness of all outdoor enclosures and surrounding areas
8. Maintain order and cleanliness of garbage area
9. Maintain and complete morning round sheets
10. Provide basic medical care to animals including administering medications and taking temperatures under the instruction of Veterinarian, Veterinary Assistant/Technician.
11. Provide socialization, exercise, and enrichment opportunities for shelter animals
12. Work closely with staff and volunteers to provide superior care to shelter animals
13. Provides adoption counseling for prospective adopters.
14. Provides front desk customer relations, schedules appointments, forwards messages to appropriate personnel, and answers phone
15. Follows all written shelter protocols and procedures.
16. Updates and maintains animal database, in a timely matter
17. Collects and processes all adoptions and services rendered
18. Reads and responds to all emails, professionally and in a timely manner
19. Other duties as assigned

Requirements

Must have sincere respect and compassion for all animals and their humans. Must be able to lift 50 lbs and willing to work at least Saturdays or Sundays. Prior work experience with animals and/or customer service is desirable. Excellent attention to detail, professionalism, dependability, & flexibility is a must. Searching for candidates with creative, positive and professional outlook and initiative. Proficient computer skills, and strong verbal and written communication skills required.

Starting wage is \$15.00 negotiable for those who have previous experience working with animals, veterinary medicine or in the animal welfare field. We are willing to train for a good fit. Benefits and perks include: Medical, dental, eye care, vacation time, paid sick leave, basic veterinary care, vaccines and food for your pets and most importantly – knowing you're part of our lifesaving mission! You will be an invaluable member of our community outreach helping people and their pets!

[Email application](#) and/or resume to Christa Nelson, Director of Operations, CNelson@staffordanimalshelter.org.