



Longmont Humane Society

Job Description

Job Title: Animal Care Lead Team Member

Department: Operations

Reports to: Shelter Manager - AWT

FLSA Status: Full-time, Non-Exempt

Approval Date: 5/25/2023

Pay Rate: Starting at \$19.00

Two positions available:

Sunday, Monday, Tuesday, Wednesday, and Thursday.

Tuesday, Wednesday, Thursday, Friday, and Saturday.

Summary:

This position is responsible for staff trainings, maintaining appropriate animal records and logs, ensuring shelter animals are properly cared for, assisting with employee performance, animal behavior evaluations, shelter cleanliness, and other duties as assigned.

This position will be for someone who is reliable and dependable. They will strive to provide courageous leadership and act with integrity in each situation. They will strive to show compassion and knowledge with each animal and staff member. This position requires a positive attitude and drive to improve the lives of companion animals.

This position works closely with the Shelter Managers – AWT to ensure compliance with PACFA regulations and LHS shelter standards.

An applicant for Animal Care Lead Team Member will have exceeded Animal Care Team Member expectations by consistently demonstrating:

Essential Duties and Responsibilities:

- Job Knowledge:
 - Ability to successfully handle 3LV dogs and demonstrates safe animal handling for all animals.
 - Accurately documents entries in PetPoint.
 - Provides informative and professional counseling and communication to clients.
 - Familiarity with AWT SOPs
 - Cross trained and proficient in adoption desk, intake desk and kennels areas.
- Communicating and working with others is respectful, positive, and professional with staff, volunteers, and clients.
- Responsible for initial and ongoing training of Animal Care Team Members.
- Maintains prompt, correct communication with Shelter Managers – AWT.



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- Assist with problem solving with Animal Care Team Members; maintains and promotes a positive work environment.
- Ensure all animals are promptly and correctly vaccinated. Ensures vaccine boosters are given.
- Oversees and assists with the feeding, grooming, exercising, and socializing of all shelter animals.
- Interacts with LHS clients as needed and ensures that quality customer service is provided.
- Oversees, performs, and assists with cleaning duties as necessary.
- Ensures that the kennel areas are thoroughly cleaned and disinfected daily and that all equipment is well maintained and in good working order. Assures cleanliness of all outside areas.
- Ensures PetPoint remains up to date. Stages and locations are accurate.
- Ensures stray animals are emancipated on time.
- Ensures payment contracts are checked daily and charged on time.
- Ensures that Animal Care Team Members remain on-task throughout the day.
- Perform behavior evaluations for cats to determine appropriate adoption placement.
- Assist with disposal and cremation of deceased animals. Matches all DOA stray animals.
- Restrain for euthanasia as needed.
- Ability to open and close the shelter. Completing morning and nightly walk throughs.
- Covers scheduled shifts for Animal Care Seniors when unavailable or absent.
- Dependability: punctual, trustworthy, consistent in attendance for shifts and team meetings.
- Supervises opening or closing of shelter to ensure kennels clean, dogs walked, animals watered, trash out, volunteers/clients safely out of the building, lights off, doors locked and building secured.
- As a model team member, the Animal Care Lead will demonstrate high quality care of each individual animal, respectful communication with other team members and skilled time management.

Working Conditions:

- Office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Occasional lifting of up to 50 pounds.
- Frequent use of computer and telephone.