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Financial Aid Office
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Federal Work Study Job Description Form

Job Title: Animal Caregiver

Desired No. of Hires:

Department or Organization: Dakin Humane Society

Address (Off campus only): 171 Union Street Springfield, MA 01105

Supervisor: Michele Snizek

Designee: Margaret Downing

Site Supervisor: Brenda Forsell

Office: Campus Center 102A

Office: Campus Center 102G

Animal Care Manager

Phone: 413-552-2268

Phone: 413-552-2557

Phone: 413-781-400x116

Email: msnizek@hcc.edu

Email: mdowning@hcc.edu

Email: bforsell@dakinhumane.org

General Job Description:

Under the supervision of the animal care manager, the animal caregiver ensures the successful operation of Dakin adoption centers by providing humane care for the animals; maintaining high standards of customer service; and contributing to the operation and maintenance of the facility.

Detailed List of Duties:

Provide consistently high standards of humane care for all Dakin animals, including best practices in enrichment, rehabilitation, feedings, housing and medical care. Provides daily dog walking. Performs routine kennel work, including cleaning, disinfecting of animal care areas, cages, kennels, and public areas. Participates in the screening and selection of animals in accordance with agency guidelines. Observes animals for signs of illness or injury and reports such to the manager on duty or veterinary staff for treatment. Routinely communicates animal- and volunteer-related developments with other staff through the Communications Log. Other duties as assigned.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

- Animal Care Specialist
- Special projects as identified based on needs of the agency and particular skills, areas of interest of the student

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Conducts high quality delivery of adoption center outreach programs. Serves as a representative of Dakin to customers, assessing their needs and delivering excellent service. (See extended job description for further details)

Skills and/or previous experience desired:

Knowledge of basic domestic animal care and safe/humane animal handling. Bilingual English/Spanish a plus!

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Attend Dakin events as required; may include evenings and weekend hours.

How to Apply: Contact Margaret Downing, listed above.

Completed and Submitted By:

Brenda Forsell
Print Name of Supervisor

Animal Care Manager
Title

9/26/2016
Date

Please return completed form to skapinos@hcc.edu