

SPCA Westchester, Inc.

Animal Care Specialist and Kennel Supervisor

Love animals?! SPCA Westchester is looking to add a passionate and dedicated Animal Care Specialist and Kennel Supervisor to our team!

We are looking for an outgoing and self-motivated person who has strong canine handling skills. Feline handling skills are a plus! The ideal candidate possesses excellent communication skills and can work alongside various teams to build strong relationships and nurture a positive environment.

Job Summary: The Animal Care Specialist and Kennel Supervisor is responsible for assisting the Director of Animal Services in the oversight of daily kennel operations, kennel cleanliness, the Animal Care Specialists, and ensuring the general health and wellness of all rescue center animals. This is a hands-on position that will assist in daily cleaning of the kennels and catteries.

Other Responsibilities include:

- ❖ Daily rounds to monitor the health of each animal.
- ❖ Assist in implementing new and enforcing existing Standard Operating Procedures.
- ❖ Assist in the hire, training, counseling, and management of new and existing Animal Care Specialists.
- ❖ Oversee cleaning and organization of all prep, storage, and adoption rooms.
- ❖ Manage kennel supply inventory and dietary needs.
- ❖ Responsible for kennel presentation of both cats and dogs.
- ❖ Ensure security of the kennel areas and cleaning of kennel drains.
- ❖ Collaborate with trainers in enrichment and behavior programs.
- ❖ Help to oversee and facilitate both cat and dog adoptions.
- ❖ Regulate the inventory of in-kind donations.
- ❖ Reports, recordkeeping, and follow-up as needed.
- ❖ Other duties as assigned.

Required Qualifications and Skills:

- High School diploma or equivalent
- Supervisory or managerial experience
- A good understanding of canine body language and behavior
- Strong canine handling skills with dogs other than own pets
- An understanding of the fear free concept
- The ability to lift 60 lbs. and be on your feet all day
- A strong work ethic in a fast-paced environment
- Reliable transportation, including in inclement weather
- Positive attitude and demeanor

Starting Salary: \$19 an hour

Schedule: Monday, Tuesday, Thursday, Friday, Saturday 8-4 pm

Benefits:

Healthcare, Vision, and Dental
Supplemental Benefits (Life Ins., etc.)
Paid Time Off
Holiday Pay
Employee Discount via Cody's Clinic

To apply, email Sofia@spcawestchester.org

About us:

SPCA Westchester is a no-kill, 501(c)3 not-for-profit animal welfare organization dedicated to saving homeless, abused and abandoned animals and to protecting animals from cruelty and neglect through education and enforcement of humane laws.

The SPCA is a growing organization that strives to offer as many competitive benefits as possible to attract talented candidates to join our team of dedicated and mission driven staff members. Your skills and individual talents will make a difference in the lives of homeless animals.

**SPCA Westchester is an Equal Employment Opportunity employer.*