



Animal Care Technician – Animal Welfare League of Arlington in Arlington, VA

Animal Care Technician – PART TIME 20-25 hours - This position qualifies for a sign on bonus of \$500

The Animal Care Technician plays an essential role within the Animal Welfare League of Arlington and works one-on-one with animals. The Animal Care Technician performs routine animal care, facility cleaning, customer service, updating and maintaining animal records, administering injections/medications, sterilizing equipment and performing euthanasia when necessary. This position is based in Arlington, Virginia.

About the Animal Welfare League of Arlington

The Animal Welfare League of Arlington (AWLA) provides animal adoption and community programs to Northern Virginia and D.C. Metropolitan areas, as well as animal rescue, control, and wildlife services within Arlington County. For more than 75 years, AWLA has remained committed to its mission to improve the lives of animals and the people who love them by providing resources, care, and protection. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare League of Arlington is dedicated to creating a humane community in which animals and people live together harmoniously. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the Manager of Animal Care and works directly within the Animal Care Team, which consists of 8-11 additional Animal Care Technicians. The Animal Care Technician will also work closely with all AWLA staff members, volunteers and the general public on a regular basis.

Schedule

Typical hours vary: a weekly rotating shift (including weekends) will fluctuate between 7am – 3:30pm and 2pm – 10:30pm. Employees must be available for all shift schedules. Part time positions typically require evening and weekend shifts.

RESPONSIBILITIES

ANIMAL CARE

- Provide appropriate quantity and quality of food and water to shelter animals daily; provide overall animal care including bathing and basic grooming
- Monitor animals and immediately report eating habits, health, behavior, or temperament issues to behavior staff and/or manager and director as appropriate
- Participate in stress and disease reduction efforts through purposeful and compassionate handling and placement of animals in shelter environment
- Give physical exams to incoming animals: check ears, check for fleas and ticks, and administer medications as necessary and according to intake procedures
- Medicate and feed animals in accordance with veterinary instructions
- Administer first aid to any injured animal as appropriate
- Update and maintain accurate animal records in the shelter computer database
- Perform euthanasia as necessary and dispose of remains

FACILITY CARE



- Follow established disease control protocols to extensively clean, disinfect, and maintain shelter kennels, cages, and all animal and general areas daily as assigned and instructed
- Operate laundry machine and dishwasher and other equipment
- Restock cleaning, feeding and other supply areas as needed
- Maintain equipment in good working condition and report need for repair or replacement
- Assist in cleaning and maintenance of the entire facility and grounds, including but not limited to picking up and removing trash, mowing the lawn, shoveling snow, pulling weeds, mopping floors, cleaning kitchens and other common areas

PEOPLE CARE

- Cultivate positive customer relations through professional, courteous, and educational interactions while actively promoting our mission, services, programs, and events
- Provide prompt, courteous and excellent customer service to all internal and external customers at all times, including but not limited to adopters, staff, volunteers, board members, city and county officials, animal control officers, veterinarians, representatives of rescue organizations, people looking for lost pets or relinquishing owned pets, and the general public
- Assist customers with the pet adoption process by facilitating customer/animal interactions to ensure a safe and pleasant experience, accurately answering questions, and providing guidance
- Practice and encourage the humane treatment of animals
- Work cooperatively with all volunteers, recognizing the talent and commitment they bring to the organization
- Work collaboratively and cooperatively within the Animal Care Team, with shelter staff and volunteers

ADDITIONAL RESPONSIBILITIES

- Demonstrate knowledge of and adherence to AWLA policies, procedures and code of conduct
- Ensure a safe work environment, follow safety guidelines, and model safe work practices
- Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, shelter animal or the organization at risk
- Practice and encourage the humane treatment of animals
- Follow direction of managers, directors, veterinary staff and CEO
- Perform other duties as deemed necessary for the organization and assigned

Required Qualifications

- General knowledge of animal behavior and care
- High School Diploma or GED
- Ability and skill to successfully work with various types of animals in a safe, responsible manner
- Ability to remain flexible in an ever-changing environment and follow protocols as instructed
- Commitment to positive reinforcement handling and training methods
- Ability to set priorities, develop routines and manage large workloads
- Readiness to assume multiple duties and tasks
- Ability to work independently as well as with others in a wide variety of circumstances and with a diverse group of individuals
- Ability to maintain calm and composed in stressful, sensitive or emergency situations
- Excellent customer service, listening, and decision-making skills



- Strong communications skills and an ability to communicate in a polite and professional manner
- Availability to work weekends, evenings, holidays and overtime if needed
- Ability to learn to use and enter information into the shelter computer database

Desired Qualifications (helpful but not required)

- Experience in the fields of animal care or animal welfare
- Experience with “hands on” nonprofits
- Experience working with PetPoint or other shelter database

Personal Characteristics

- Commitment to the mission and vision of the Animal Welfare League of Arlington
- Energetic, hard-working, and a team player
- Ability to work in a fast paced, ever evolving atmosphere
- Discretion with confidential and sensitive information

Travel Requirements

None

Typical Physical & Mental Demands

Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed or dangerous animals, and could be subject to bites and scratches. Requires manual dexterity to keep a strong animal on leash or operating a door while holding a strong animal on leash simultaneously. May be required to lift heavy items or animals (upwards of 50 lbs) and be otherwise physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals and wildlife.

Will be required to receive rabies prophylaxis and tetanus vaccinations.

Must have the ability to pass and become certified to perform euthanasia according to Virginia law.

Compensation plus sign on bonus!

This is a part time nonexempt position. Generous benefits include: medical, dental, and vision coverage available for 50% discount rate, 7% employer retirement contribution after 2 years of employment and much more. This position qualifies for the Public Service Loan Forgiveness Program. The compensation for the position is \$16.50 and the League pays a **salary bonus** for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese. This position also qualifies for a **sign on bonus**: eligible hires can earn half of the bonus after 90 days of employment and the final half after 6 months of employment.

To Apply: Please submit the following application materials to Claudia West and apply directly through our website: <https://www.awla.org/about/careers/>

If you are unable to access our website, please submit application materials to Claudia West at jobs@awla.org with **Animal Care Technician – part time** in the subject line.



- A cover letter describing your interest in the position and relevant experience/qualifications
- Current up to date resume

We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. The League values a diverse and dynamic workforce and is committed to providing equal employment opportunities to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis. Position will remain posted until filled. **No phone inquiries, please.**