



300 Old Route 10, Enfield, NH 03748

Position Title: Kennel Assistant
Reports to: Animal Services Manager
Schedule: 40 hours/week; requires weekend and occasional evening hours

Primary Purposes: Provide general care for animals including feeding, kennel cleaning, disinfection, exercise, monitoring, and enrichment. Communicate with a Supervisor if issues arise that need consultation (ie cat not eating). Follow all policies and regulations regarding safety and established protocols.

The core priorities for this position are:

1. Feed Animals – Following UVHS protocols, feed animals 2-3 times per day based on their individual needs and health plan. Record feeding and eating data.
2. Cleaning & Disinfection - Following UVHS protocols, clean and disinfect animal housing and other areas of the shelter.
3. Exercise - Provide exercise for the animals as directed and record exercise data.
4. Monitor Health & Wellbeing - Notify supervisors of changes in activity, behavior, or general wellbeing.
5. Shelter-Enrichment Activities - Participate in enrichment activities as directed.

Qualifications Required: Dependability, *attention to detail, sense of urgency.*
Compassion for animals is a must.

Physical Requirements: Ability to lift 40 pounds, sit, stand, and move extended periods

Work Hours: At least one weekend day required every week.

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

All employment at Upper Valley Humane Society is at-will.

By signing below, I acknowledge that:

1. I have received, read, and understand my position as described in this job description
2. I will support the UVHS mission and policies and represent UVHS with positivity

Employee Signature

Date

Supervisor Signature

Date