

Job Title: Animal Care Specialist

Department: Sparta Animal Shelter

Type: Part-Time (Afternoon Shift, Holiday and Weekend Work Required)

Pay: \$12/Hour

Ends: Open Until Filled

The City of Sparta Animal Shelter is seeking a compassionate and dedicated Animal Care Specialist to join our team. The ideal candidate will provide excellent care for animals in our shelter, ensuring their health, safety, and well-being. This position requires a strong commitment to animal welfare and the ability to work effectively in a team environment.

Primary Job Duties:

- Feed, water, and provide daily care for animals in the shelter.
- Clean and maintain animal housing areas to ensure a sanitary environment.
- Monitor animal behavior and report any concerns to supervisory staff.
- Provide socialization and enrichment activities for animals to improve their quality of life.
- Maintain operational logs and round sheets as part of daily duties
- Handle animals safely and compassionately during daily care routines and adoption processes.
- Communicate effectively with staff, volunteers, and the public regarding animal care and shelter operations.
- Assist in maintaining Department of Agriculture regulation requirements for the shelter

Additional Job Functions:

- Assist with basic grooming tasks such as bathing and brushing animals.
- Assist with medical treatments and administer medications as needed.
- Provide additional interactions for timid, scared, or aggressive dogs in an effort to socialize
- Provide training and guidance to volunteers assisting with animal care duties.
- Assist with adoption events and promote responsible pet ownership within the community.
- Assists with maintaining inventory levels for various supplies and maintaining good housekeeping
- Participate in outreach efforts to educate the public about animal welfare issues.
- Assist with animal intake procedures, including admitting animals to the shelter and processing paperwork.
- All other duties as assigned.

Knowledge Required for Position:

- Basic understanding of animal behavior and care principles.
- Knowledge of proper sanitation procedures for animal housing areas.
- Familiarity with common animal diseases and medical treatments preferred.
- Ability to safely handle a variety of domestic animals, primarily dogs.
- Strong interpersonal skills and the ability to work effectively in a team setting.
- Knowledge of basic MS office applications, including Word, Excel, PowerPoint, and Outlook.
- Must be able to utilize and apply various chemicals according to Safety Data Sheet (SDS) guidelines

Minimum Qualifications:

- High school diploma or equivalent.
- Ability to pass a background check and drug test.
- Previous experience working with animals.
- Ability to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend frequently
- Ability to work for extended amounts of time in outdoors conditions.
- Ability to be on-call and work weekends, holidays, and evenings as needed.
- Valid Georgia driver's license with a satisfactory driving record.
- Ability to learn and adapt new information and skills.