

## **Sanctuary One Part-Time Animal Care Assistant**

**SUMMARY:** This position will be responsible for assistance with Sanctuary One core animal-care operations, and with a variety of programs (Volunteer Program, Adoption Program, Educational Tours, and Service-Learning.)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform daily animal feeding and movement operations (“chores”)—both morning turn-out and evening turn-in
- Perform and/or assist with other animal-care duties as needed: administration of medications, grooming, wound care, etc.
- Observe animals for signs of sickness or injury
- Maintain accurate documentation of care provided to animals, where required
- Clean and sanitize animals feeding and living areas; this will include mucking pasture/stable areas and tending to bedding and water in all animal habitats
- Assist Animal Care Manager in conducting animal adoptions. This will include providing guidance to, and evaluating appropriateness of, potential adopters; meeting with adopters and their pets; completing adoption paperwork
- Assist in maintenance of social media and Petfinder, and in production of animal profile flyers
- Perform office functions: phone answering, response to e-mail inquiries, greeting and guidance of volunteers and interns
- Attend meetings and participate as requested
- Assist with public tours, school groups, and service-learning groups as needed
- Maintain competency in all position responsibilities; participate in continuing education
- Comply with all safety and work rules, policies, and procedures
- Other duties as assigned

### **COMMUNICATION AND PROFESSIONALISM**

- Work as a team player at all levels and support the Board of Directors and staff
- Display excellent interpersonal and customer-service skills
- Interact in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One
- Exhibit a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicate effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors
- Maintain confidentiality and security.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITY**

- Ability to work in a team environment
- Ability to speak, read, and write legibly; follow verbal or written instructions; and perform basic math
- Must be flexible, dependable, and responsive
- Ability to plan, organize, and prioritize
- Must be able to work independently and show initiative
- Ability to perform physical labor in all kinds of weather condition
- Job requires lifting up to 20 pounds and occasionally as much as 50 pounds

**EDUCATION, EXPERIENCE AND LICENSURE**

- Associate's Degree in related field or 1 year of equivalent employment experience
- Prior experience with farm animals preferred
- Must possess valid driver's license and have proof of current Oregon auto insurance
- All employees are subject to criminal background check.

**APPLICATION INSTRUCTIONS:** Submit a resume and cover letter to [jobs@sanctuaryone.org](mailto:jobs@sanctuaryone.org). **NO PHONE INQUIRIES TO THE FARM** please. General questions about the position can be submitted to [jobs@sanctuaryone.org](mailto:jobs@sanctuaryone.org).