



Sanctuary One Seasonal Animal Care Assistant Job Description

Position Title: Animal Care Assistant

Reports To: Animal Care Director

FLSA Status: Non-Exempt, Seasonal, Part-time

Category: Non-resident Employee

Summary

Sanctuary One is a nonprofit care farm that promotes healing for people, animals, and the earth. We are searching for a compassionate and dedicated **Animal Care Assistant** to join our team. This part time seasonal position plays a vital role in supporting our core animal-care operations and assisting with key programs such as the Volunteer Program, Adoption Program, and Service-Learning.

Responsibilities

As our Animal Care Assistant, you will be responsible for ensuring the well-being of animals under our care while contributing to various programs that align with our mission. In this role, you will:

- Carry out daily animal feeding and movement operations, including morning turn-out and evening turn-in.
- Assist with animal-care duties, including administering medications, grooming, and providing wound care.
- Observe and monitor animals for signs of sickness or injury, taking action as needed.
- Maintain accurate records of care provided to animals to ensure compliance and quality standards.
- Clean and sanitize animal feeding and living areas, including mucking and tending to water and bedding.
- Support the Animal Care Director with adoptions, including meeting potential adopters and completing paperwork.
- Perform office tasks such as answering phones, responding to emails, and greeting volunteers and visitors.
- Assist with public tours, school groups, and service-learning programs to educate and engage the community.
- Ensure a high level of professionalism and teamwork, attending meetings and supporting fellow staff as needed.

Qualifications and Skills

To excel in this role, you should have strong animal-care experience and be comfortable working in a team-oriented environment. We are looking for someone with:

- Prior experience in animal care (farm animals preferably), including handling, feeding, and basic medical support.
- Able to lift up to 100lbs (hay bales, feed bags, etc.)
- Exceptional attention to detail for observing animal behavior and maintaining accurate records.
- Strong interpersonal and customer service skills for interacting with visitors, volunteers, and adopters.

- A proactive and compassionate attitude toward supporting the well-being of animals and our community.

Benefits of Joining Sanctuary One

At Sanctuary One, we believe in supporting the well-being of our team while fostering an environment of growth and collaboration. As part of our team, you'll enjoy:

- The opportunity to work in a fulfilling role with a direct impact on animal welfare and community engagement.
- Access to continued education and training to enhance your skills.
- A supportive and inclusive work environment that values teamwork and mutual respect.