



Animal Care Specialist (Cat Care)

Watertown Humane Society is a “Little Shelter with a Big Heart” located in Watertown, Wisconsin. We are currently seeking a hard-working, dependable person with a high attention to detail to join our team. The role of the Animal Care Specialist has an immediate impact on the lives of shelter dogs and cats daily.

The ideal candidate will be able to work independently, follow protocols and procedures set by shelter management and make quick decisions about the welfare of their animals. They will be able to provide the care and attention to each animal through hard work and elbow grease.

Essential Duties & Responsibilities:

- Monitors and reports the daily health of the animals; provides first-level response to any medical issue
- Medicates and administers daily supportive care to sick and injured in our care
- Maintains accurate and legible files and records on each animal in your care
- Cleans and disinfects cages, common rooms, equipment and other areas of the facility
- Provides food, water, bedding, litter, care, attention and love to all of the shelter animals
- Engage and enrich the lives of the pets waiting for a future family
- Performs laundry duties with the highest attention to disease control and prevention
- Washes cat dishes and litter boxes
- Restocks cat related food, bedding and supplies
- Assist and work along side volunteers in daily care duties
- Assist with shelter maintenance including trash, snow removal and mowing
- Ability to work without supervision
- Passion for animal welfare and the mission of the Watertown Humane Society
- Other duties as assigned

Other Responsibilities:

- Run animals to the veterinarian
- Pick up stray animals during shift
- Answer phones and assist customers and adopters during open hours
- Assist with adoption procedures and office support
- Assist with promoting animals for adoption
- Assist with fundraising events
- Maintain relationships with community law-enforcement
- May perform adoption events
- May assist Director of Animal Care with medical procedures and handling



Desired Skills & Experience:

- Ability to work weekends and some Holidays
- Strong attention to detail
- Ability to read and follow written instructions
- Personal integrity to follow rules and protocols
- Stand for long periods of time, bend, kneel, twist and lift over 40 lbs.
- 18 years or over
- Valid Driver License
- Experience in a shelter a plus, but not required

*This position description isn't exhaustive. Please make us aware of any other qualities or skills you possess that may be helpful to the overall mission of the Watertown Humane Society

Supervises: None

Reports to: Director of Operations

Coordinates with: Director of Animal Care, Animal Care Staff, Volunteers, President of the Board

Job Type: Part-Time, Hourly (15-25 hrs/week). Approximately 7 am to 1 pm

Salary: \$8.50/hour starting

Benefits: Discount on adoptions and pet-care and medical supplies

How to Apply: Please send a resume and letter of intent in-person to 418 Water Tower Court, Watertown, WI during open business hours.

