

FLOATER POSITION

The Animal Rescue League of Western PA is seeking an individual willing to work a flexible schedule by filling a floater position at the agency. This is a non-exempt, full-time position with 50% of the employee's time working as an Adoption Counselor and 50% of the employee's time working as an Animal Care Attendant. The following is a list of duties for the position:

- Assist customers with adoption of cats and dogs, ensuring they have completed an application and meet ARL's guidelines for a good home.
- Assist customers with lost and found as well as reclaiming of their pets.
- Become familiar with all animals in the shelter so that accurate information regarding the animals can be given to potential new owners.
- Assist all customers, whether it is over the telephone or in person, in a professional and efficient manner.
- Work cooperatively with all employees who are involved in off-site adoption locations as well as the Volunteer Supervisor and Foster Supervisor.
- Walk dogs in accordance with the Open Paw Program.
- Clean all dog or cat cages (as assigned) according to procedures described in the kennel manual and as instructed by the Animal Care Manager.
- Implement tasks of Open Paw that include: morning potty walks, use of potty area, giving stuffed Kongs daily, training, and other ideas recommended for cage enrichment and better environment for dogs.
- Spot clean cat and dog cages throughout the day ensuring that the cages remain as clean as possible and be sure all animal have fresh water..
- Perform housekeeping duties and light maintenance duties as requested by the Animal Care Manager.
- Wash and sanitize dishes.
- Wash, dry, and fold laundry.
- Other duties as assigned.