



Small Animal Coordinator

Full-time, hourly position

Reports to Operations Manager

Position Summary

The Small Animal Coordinator will also serve as animal caretaker/adoption specialist and is responsible for organizing and overseeing the journey of all small animals through the shelter from intake to adoption. This position also requires occasional coverage in caring for dogs and cats, and twice-weekly coverage of the reception desk.

Small Animal Care/General

- Oversee and ensure proper feeding, cleaning, and care of all small animals in the shelter including, but not limited to: rabbits, guinea pigs, hamsters, mice, rats, and chinchillas
- Use ShelterLuv pet management system to document information and details about small animals in timely and accurate fashion
- Ensure a clean and healthy environment in all small animal housing areas; provide guidance and support for Animal Care/Adoption Specialists and volunteers as required.
- Responsible for providing and ensuring every small animal's behavioral/emotional needs are met to the best of organization's ability through individualized enrichment plans, behavior modification plans, and recommendations for foster placement to ensure reduced length of stay and appropriate care.
- Monitor the health of the small animals on an ongoing basis and report any concerns to the medical team.
- Ensure resident small animals receive any daily medications as directed by the medical team.
- Maintain small animal intake and transfer relationships with other agencies/rescue groups
- Work closely with the team to discuss and provide guidance/boundaries as needed surrounding small animal intakes in accordance with considerations such as, but not limited to: shelter capacity for care, scheduling, and staffing
- Serve as receptionist 1-2 days per week, assisting with administrative tasks and delivering excellent customer service
- Work closely alongside and provide guidance to volunteers; participate in their training as requested
- Abide by all regular and special cleaning policies and protocols in place

Small Animal Adoptions/Promotions

- Responsible for creation of draft social media posts highlighting adoptable small animals
- Participate in local TV/radio promotional activity regarding adoptable/soon to be adoptable small animals
- Facilitate adoption process in accordance with current policies and procedures
- Write small animal adoption profiles and complete animal adoptions with members of the public
- Participate in training videos, foster/volunteer social media group posts, and other related items as requested and in direct relation to small animal care at PARL

Requirements/Qualifications

- At least one year working with a variety of small animals in a professional/rescue setting is preferred
- Bilingual in English/Spanish is a plus
- Must be at least 18 years of age and have valid driver's license; must be able to safely drive the organization's cargo van
- Practices humane and compassionate treatment of animals and people at all times



PROVIDENCE ANIMAL RESCUE LEAGUE

- Enjoys approaching challenges and problems with enthusiasm and creativity; Works cooperatively with others to reach a common goal
- Comfortable and able to work with animals of unknown disposition and those who may exhibit medical issues/aggressive tendencies and/or other problems
- Exercises maturity and good judgment; is patient, professional, and remains calm in stressful situations and when dealing with the public, staff, and volunteers.
- Excellent written and oral communications skills; Ability to read, write and understand English.
- Skilled computer/software user able to maintain and use a variety of programs (Microsoft Suite, email, web-based applications) to manage data and day to day operations

Working Conditions

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns. Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Responsible for handling animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Occasionally moves animals weighing up to 75 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Working conditions include working outside in varying weather conditions, and frequent interruptions.

Availability & Rate

Schedule for this position will be 40 hours per week, Tuesday-Saturday. Some holiday and on call work required. Hourly rate dependent on experience/skills

To Apply: Send cover letter and resume to: rbaylies@parl.org; Position open until filled

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

(Posted 7/2/21)