



Humane Animal Partners

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Animal Caretaker (Part-Time, Rehoboth Beach)

Department: Animal Care

Reports to: Rehoboth Beach Manager

FLSA Status: Non-Exempt

Salary: Union Position, from \$15.25

Humane Animal Partners (HAP) is currently hiring a part-time Animal Caretaker at our Rehoboth Beach, DE location. This position will report directly to the Rehoboth Beach Manager. Weekend, holiday, and/or evening shifts will be expected.

The Animal Caretaker is responsible for the overall care and wellbeing of the animals within our adoption center, including both dogs and cats. This role is physically demanding; being able to move freely and for extended periods of time is essential to provide care for the smallest and largest of animals in our care. An ideal candidate is active, friendly, solution-oriented, and willing to learn. Compassion, understanding, and love for animals is a must!

Duties and Responsibilities

- Follow animal-specific feeding protocols, ensuring each animal has the correct food and accessible water daily.
- Cleans and disinfects all walls, floors, and bedding on all cages and kennels every day.
- Understands cleaning procedures, including the disinfectant's use, proper sanitation levels, and safety protocols.
- Inspect kennels and cages multiple times per day, cleaning animal waste, destroyed materials, and ensuring access to clean, drinkable water.
- Provides daily enrichment, follows positive reinforcement training protocols, and assists with socialization of animals as needed.
- Washes blankets, towels, food bowls, enrichment toys, or miscellaneous items after use or when spoiled.
- Ensure adoption center common areas are cleaned and maintained daily, including hallways, storage areas, laundry room, meet-and-greet rooms, and organization of donations.
- Clean and disinfect all travel carriers, crates, grooming supplies, handling equipment (e.g. leashes, collars, harnesses, etc.)
- Ensures cage cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location, in accordance with State law.

- Maintains a positive, solution-oriented, non-judgmental attitude with guests, adopters, donors, volunteers, fellow staff, and the general public.
- Guide anyone requiring assistance with any animal by following protocols, explaining processes, answering questions, or addressing concerns, seeking further assistance from Management when appropriate.
- Assist adopters by answering questions about adoptable pets, offering advice or education when appropriate, and overseeing animal introductions.
- Explains what is included in our adoption process, such as vaccinations, supplies needed/provided, spay/neuter, and microchip.
- Follow Humane Animal Partners adoption and intake processes, helping with new intakes as needed.
- Inform Management of any medical or behavioral concerns with an animal.
- Responsible for other duties, as needed and assigned by Rehoboth Beach Manager or Director of Sussex County.

Requirements and Experience:

- Highschool diploma or equivalent required
- Experience volunteering or working in an animal shelter setting preferred
- Ability to understand and implement animal care safety protocols and practices
- Excellent communication and customer service skills, fostering not only a positive relationship with the general public, but also internal teams
- Must be able to independently problem solve as needed
- Must have reliable transportation
- Must be able to lift up to 50 pounds
- Must be able to achieve the physical activity required for proper care, such as bending, walking, climbing, and reaching without complication
- Experience with ShelterLuv is a plus
- Fluent, Spanish-speaking ability is a huge plus

Compensation and Hours:

- Part-time, 4-8 hour day shifts (15-29 hours per week)
- Weekend/holiday/evening shifts may be required
- Salary: From \$15.25 per hour

Application Question(s):

- Have you ever volunteered or worked at an animal shelter/rescue? If yes, please describe.

To apply, email your resume to Rehoboth Beach Manager at:

kdoucette@hapde.org