



**Position Title:** Kennel Technician

**Reports To:** Lead Kennel Technician and Shelter Manager

**Supervisory Responsibility:** N/A

**Compensation:** \$15 per hour (Hourly/Non-Exempt)

**Work Schedule:** Monday-Sunday (40hrs per week)

**Job Summary:** *The Humane Society of the Tennessee Valley is seeking a compassionate, organized, and customer-focused Kennel Technician to support our lifesaving mission. This role is an entry level but vital position in the animal welfare space. Full-time shifts are either 6:30AM-2:30PM or 11AM-7PM. The shelter is open 365 days per year.*

**Key Responsibilities:**

- Provide daily care to dogs, including feeding, walking, and enrichment.
- Provide daily care to cats, including feeding and enrichment.
- Maintain a clean and sanitary environment in all kennel areas.
- Monitor the health and behavior of the animals and promptly report any concerns.
- Assist with training sessions and reinforce positive behaviors.
- Interact with clients in a friendly and professional manner.
- Assist the adoption staff as needed with meet & greets.
- Adhere to all HSTV protocols.

**Qualifications:**

**Education/Experience:** High School Diploma or GED equivalent required. A four-year degree is a plus. At least three years working in a fast-paced environment. Prior work in an animal welfare organization or veterinarian clinic is a plus.

**Skills:** Attention to detail, multitasking and general people skills. Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and shelter management software (e.g., Shelterluv). Exceptional communication, customer service, and problem-solving abilities

**Additional Requirements:** No criminal convictions or injunctions at the local, state, and or national level that could hinder the ability to carry out HSTV's mission or programs. Must have a valid driver's license and reliable transportation.

**Other Attributes:** A passion for animal welfare and the overall mission of the Humane Society of the Tennessee Valley. Committed to ethical standards and donor privacy. Ability to work in a fast-paced environment and adapt to changing priorities.