



Seeking applications for the position of:
Animal Shelter Assistant—Part Time

Open Date: June 6, 2023

Closing Date: open until filled

Rate of pay: \$15.92 per hour, limited to 19.5 hours per week

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Previous experience caring for dogs and other animals; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

General Statement of Duties: Provides support to the Animal Shelter Superintendent and cares for animals housed at the animal shelter including feeding and cleaning kennels; provides customer service to people attempting to adopt or those surrendering pets; occasionally performs field work; performs related work as required. The work schedule varies, and holiday and weekend work are required. This is a part time position with no benefits afforded. Work hours are capped at 19.5 per week.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Excellent customer service skills
- Care and handling of dogs, cats, and other animals
- Effective interpersonal communication skills
- Operation of personal computers

Ability to:

- Deal with the public in a tactful, pleasant, and courteous manner
- Clean and sanitize animal areas in the shelter, using strong and/or hazardous chemicals
- Work varied schedules, including weekends and holidays
- Express ideas effectively, orally, and in writing
- Safely drive a vehicle in a variety of traffic and weather conditions
- Establish and maintain effective working relationships with department personnel and the public
- Work independently, but maintain regular communication with Animal Shelter Superintendent
- Physically perform the essential functions of the job
- Use animal restraints, such as nets and catch poles
- Educate general public on basic pet owner responsibilities and care requirements

OTHER REQUIREMENTS:

All candidates are required to pass the following to be considered for the above position:

- Ability to pass a background check, driving record check, and pre-employment drug screening
- Possession of a valid driver's license issued by the State of Idaho

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall. No phone inquiries please.