



VACANCY ANNOUNCEMENT

Job Title: Buddy Center Technician

Regular Full Time

Range Minimum: 10.75/hour

Non-Exempt Position

Opening Date: July 29, 2010

Closing Date: August 27, 2010 (Open until filled)

PRIMARY RESPONSIBILITIES:

- Provides quality animal and people care service in accordance with the League's mission, goals and management philosophy.
- Responsible for the adequate and timely feeding, cleaning and treatment of sheltered animals daily.
- Assists patrons with adoptions/receiving/ lost & found/ impound/RTO/issue.
- Performs/assists with euthanasia on a rotating basis.

EDUCATION/EXPERIENCE REQUIREMENTS:

- H.S. Diploma or equivalent
- Minimum 6 months previous customer service experience in a retail or business setting
- Excellent interpersonal skills
- Six months animal handling experience in a shelter environment is preferred
- Ability to utilize decision-making, communication, and problem-solving skills
- Proficient in Windows-based computer operations

WORKING CONDITIONS:

Works in an area with a high noise level. Frequent exposure to and/or handling of industrial cleaning supplies, animals and controlled substances. Occasional lifting up to 75 lb. with reasonable accommodations. Frequent walking, bending and stooping in kennel areas. Subject to animal bites and scratches.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

Current Employees: Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

All Other Applicants: Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org