

**Save Our Cats and Kittens
498 Carmel Drive
Fort Walton Beach FL 32547
850-863-5756**

March 2020

Position: Shelter Technician

Who we are:

Save Our Cats and Kittens is a 501(c)3 not-for-profit with a free-roaming, no-kill cat shelter. We house up to 75 cats/kittens per day with more in foster care. We typically find adoptive homes for up to 400 cats and kittens. Cats and kittens are spayed or neutered before being put up for adoption. We provide information for the public in all aspects of reducing the number of cats being euthanized in our area. Our funding comes from our thrift store located on the same property, public support via donations, and fundraisers.

The perfect candidate will share our vision for SOCKS and our desire for improvement and growth in all areas of SOCKS' mission, be comfortable with the public and comfortable being one of the "faces of SOCKS" via all avenues of media, understand the importance of volunteers and supporters, be flexible in work schedule to include weekends and evenings as scheduled. Clinical experience with humans or animals is highly desirable. This can be a high-stress, dynamic environment. Patience will be your best asset.

Position Description:

Following established protocols and procedures and under the direction of the Shelter Manager and Assistant Manager, the shelter technician is part of a team that ensures the facility and enclosures are clean and sanitized, that the cats and kittens are fed, have clean areas to live in, and are healthy.

Roles and Responsibilities:

- Provides direct care and maintenance to all animals, including feeding, care, welfare, and health.
- Keeps accurate records of all details related to each cat or kitten, including medication and health details, and adoption information.
- Communicate with foster parents, veterinarians, other rescues, board members, and adopters as needed.
- Provide pre-adoption counseling
- Provide general information and support to the public on the phone and in person.
- Greet customers as they enter the facility and direct them to appropriate areas.
- Successfully work with and train volunteers.
- Participate in shelter meetings.

- Communicate with shelter personnel via phone calls, email, texts, or social media, as necessary.
- Provide photos and commentary for SOCKS' social media.
- Accept and record donations, both monetary and in kind.
- Counsel and screen adoption applicants and process adoption paperwork.
- Work a flexible schedule.
- Completes all tasks in a timely manner.

Qualifications:

- Must be comfortable with cats and kittens.
- Knowledge of cat and kitten behavior and health strategies is required.
- Clean driving record and a valid drivers' license.
- Ability to effectively communicate both orally and written.
- Computer and software application skills.
- Proven skills in team management and supervision.
- Ability to work with minimal supervision.
- Ability to work with culturally diverse groups.
- Ability to work cooperatively with team members, board members, and community.
- Strong communication and organizational skills.
- One year of continuous employment in any field.