



## *Humane Society of Goodhue County*

1213 Brick Avenue, Red Wing, MN 55066

Phone: 651-388-5286, Fax: 651-388-2999, Web: [www.hsgcpets.org](http://www.hsgcpets.org)

### **JOB OPENING** **Shelter Assistant Position**

**Hours:** 8 a.m. to 5 p.m. We currently have several part-time shifts available.

**Pay:** Starting wage: \$8.50 per hour

#### **Job Description:**

Shelter Assistants are responsible and accountable for the operations of the animal shelter, including:

- Animal care (feeding, exercising, bathing and caring for animals)
- Assisting with animal control (handling stray animals)
- Cleaning and maintenance (cleaning kennels, general cleaning)
- Customer service (assisting customers, using the cash register)
- Daily cash handling (assisting customers, using the cash register)
- General shelter operation (stocking supplies, contributing to shelter improvement)
- Record keeping (data entry, filing, etc.)

#### **Job Requirements:**

All applicants must:

- Be able and prepared to work in a fast-paced environment
- Be over the age of 18, have a valid driver's license, and have graduated high school
- Be able to lift over 50 lbs.
- Have knowledge of and experience handling a variety of animals. Experience in a veterinary clinic or animal shelter preferred but not necessary.
- Be familiar with computers and basic software such as Microsoft Word, Excel, and Outlook and willing to learn other programs as needed.
- Available to work weekends
- Have a positive attitude, be self-motivated and have a willingness to accept constructive criticism and learn.

#### **About the Humane Society of Goodhue County:**

Our mission is to serve the community by protecting animals, providing shelter, promoting adoption & responsible pet ownership, and preventing animal over-population. We are the local animal control agency for Goodhue County and the City of Red Wing and take in strays. We also take in animals surrendered by their owners. Animals are evaluated and placed up for adoption if possible. (Aggressive or sick animals are euthanized.) We also have grooming and boarding, as well as a small selection of retail supplies.

#### **Application Process:**

Interested candidates should submit a resume and an application (on our website or in the shelter) to the Shelter Assistant Manager, Elaine Morgan: [elainem@hsgcpets.org](mailto:elainem@hsgcpets.org) you can also send it to the Humane Society (address above). Please include a brief message about why the position is of interest and what days of the week you are available to work.