



Siskiyou Humane Society

1208 N Mt Shasta Blvd, Mt Shasta, CA 96067

(530)926-4052

<https://siskiyouhumane.org/>

Animal Care Technician (ACT)

Position Title: Animal Care Technician

Supervisor: Kennels AND Cattery Managers

Location: Siskiyou Humane Society, 1208 North Mount Shasta Blvd, Mount Shasta, CA 96067

Wage: \$18 / hour

Schedule: 25-35h / week

Purpose of the Position

To provide high-quality, compassionate care to shelter animals and support the shelter's core operations through direct animal handling, customer service, and administrative duties. This is a paid staff position focused on the daily functioning of the shelter and does not include volunteer activities such as fostering or off-hours event support.

Position Summary

The Animal Care Technician (ACT) is a key member of the shelter team responsible for ensuring the health, safety, and well-being of animals in our care. This includes feeding, cleaning, grooming, exercising, and monitoring animals, as well as assisting the public with adoptions and education on responsible pet ownership. All duties are performed during scheduled work hours and are considered paid employment.

Key Responsibilities

- Ensure the Five Freedoms for all animals in care.
- Perform daily kennel duties: feeding, cleaning, grooming, and humane handling.
- Monitor animal health and behavior; report concerns to medical or supervisory staff.
- Administer medications and perform basic health procedures under supervision.
- Provide customer service: answer phones, greet visitors, assist with adoptions and lost/found inquiries.
- Conduct adoption counseling and support pet-owner matching.
- Facilitate dog playgroups and cat socialization during work hours.
- Assist with intake and placement processes, including documentation and communication with partners.
- Maintain accurate records in the shelter database.
- Clean and maintain shelter vehicles and equipment.
- Restock supplies and assist with inventory.
- Support volunteers during shelter operations.
- Take and upload quality photos/videos of animals for adoption profiles.
- Represent SHS during scheduled onsite activities related to adoptions and shelter operations.
- Follow all safety protocols and report facility or safety concerns.
- Other duties as assigned within the scope of shelter operations.



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Work Contacts

Regular interaction with SHS staff, board members, volunteers, and the public. All communication must be professional, respectful, and clear.

Working Conditions

- Work is performed in a shelter environment with exposure to animals, noise, and waste.
- May include holiday, weekend, or evening shifts as scheduled.
- Physical and emotional demands are part of the role.
- Must be able to lift and handle animals up to 50 lbs.

Physical Requirements

- Frequent lifting, bending, climbing, and handling of animals.
- Ability to respond to emergencies and perform life-saving techniques.
- Must be able to work on feet for extended periods.

Minimum Requirements

- Successful criminal background check required prior to employment.
- Drug testing may be required periodically.

Important Note

This is a paid employment position. While SHS values and encourages volunteerism, activities such as fostering, off-hours event support, and unscheduled help are considered volunteer contributions and are not part of the ACT job duties or paid work hours.