



**Cat Kennel Technician**  
(40hrs per week/\$12.00 hourly wage)

Come and join our team! This is an exciting opportunity to work for a dynamic, growing organization dedicated to saving animal lives and improving human lives through animal companionship! We are passionate and dedicated to bringing people and companion animals together for a lifetime of love. Serving our community since 1933, The Humane Society of Memphis and Shelby County is a donor supported safe-haven for animals. If you love animals and people...you will feel right at home in our pack!

Under the leadership of the Cat Adoption Center Supervisor, a Kennel Technician provides daily care, cleaning, and feeding to cats in the Cat Adoption Center. This position works to ensure the health, safety, comfort, and well-being of animals in our care and adheres to all safety and cleaning/handling policies to prevent the spread of disease. Cat Kennel Technicians assist and support volunteers in providing exercise and socialization of cats, assist the adoption team in showing cats and facilitating adoptions as requested, and actively participate in the socialization and training of cats as directed.

Duties include animal handling and care, hard physical work and the ability to manage a wide variety of cats, including those that may be extremely shy or aggressive. Must demonstrate compassion for animals, work well as a team member, and be a positive representation of the Humane Society to other team members and the public.

Responsibilities include:

1. Engage with, exercise, and socialize cats, with a heavy focus on enrichment and mental health care.
2. Provide food and water as directed to meet the specific needs of each animal.
3. Conduct thorough and appropriate cleaning of cages, kennels and common areas, and participate fully in cleaning food and water dishes, bedding, toys, etc. to the specifications prescribed to ensure a safe, clean environment and avoid cross contamination of disease and bacteria.
4. Observe and report changes in animal's conditions via feedback forms and daily observation forms to the animal care manager or cat adoption center supervisor to ensure the health and well-being of all animals in our care.
5. Oversee, assist, and support volunteers in providing exercise and socialization of cats and observe and report any difficulties or concerns to the cat adoption center supervisor.
6. Assist adoption counselors in showing or meeting cats for adoption, as requested by the Adoption Counselor, and providing excellent customer service to potential adopters.
7. Observe and monitor the public contact with animals in the kennels to ensure the safety of guests and cats. Unsafe or inappropriate actions should immediately be addressed by the Kennel Technician or reported to a manager.
8. Monitor food, litter, cleaning equipment and other supplies and notifies cat adoption center supervisor regarding all supply needs on a timely basis.

9. Other duties as assigned by cat adoption center supervisor, animal care manager, or executive director.

QUALIFICATIONS and REQUIREMENTS:

1. Must love cats and all animals.
2. Must have knowledge of animal care, preferably in a shelter or veterinary practice environment and be able to handle cats in a safe and secure manner.
3. Must exercise good judgment and maintain calm and clear thinking under stressful and difficult situations.
4. Must be able to work in a positive manner with people and be part of and lead a team. Supervisory experience preferred.
5. Must be able to lift and carry weight up to 50 lbs., stand for long periods of time, and perform hard physical tasks.
6. Must have strong oral communication skills, initiative, persistence, ability to multi-task, spirit of teamwork, self-starter and a positive, open attitude.
7. Must be able to work a flexible schedule, which includes weekends and evenings
8. Must have high school diploma or educational equivalent.
9. Must have basic computer knowledge and Word processing skills.

This is a full-time (40 hrs per week), non-exempt position with an hourly wage of \$12.00 per hour. HMSC offers attractive benefits, including generous PTO, holidays, and discounted services.

Note that this position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate summary of those principal job elements. This position may be required to perform other duties and responsibilities as assigned.

**To apply: Please submit a cover letter and resume to Heather Prouty, Cat Adoption Center Supervisor, via email at [hprouty@memphishumane.org](mailto:hprouty@memphishumane.org).** Resumes are reviewed as they are received. The position is open until it is filled. No phone calls please.

The Humane Society of Memphis and Shelby County is an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, national or ethnic origin or any other protected status.