

CARE Network

ANIMAL SHELTER ASSISTANT & CARE SPECIALIST (aka Rockstar)

Who are we?

The Coastal Animal Rescue & Education (CARE) Network is a registered non-profit, volunteer-based animal wellbeing organization that works to protect and enhance the quality of life of animals (and their families) in the rural & remote communities located on the west coast of Vancouver Island, BC.

We work to address animal overpopulation, community health and safety as related to animals, to help stray and abandoned animals, and to assist in situations of animal illness, cruelty and neglect.

Who are you?

A compassionate human who shows kindness towards all animals and humans, has physical, mental and emotional stamina, and great communications skills. Talking to people comes naturally to you and you actually like it. You are patient, caring, calm and warm-hearted when working with animals but know when certain behaviour requires a training-driven approach. You are detail-oriented and can focus on priorities in chaotic environments and situations that could cause stress. Working with different softwares does not scare you and an Excel calculation is not causing a headache. Flexibility, energy and the willingness to always lend a helping hand are essential to excel in this position and to be a trusted member of our team.

The Role

We are seeking someone to assist with: **shelter in/out-takes** / **caring for the animals** staying at the shelter / **cleaning, maintaining** and **sorting** / **recordkeeping** / the **coordination** of our **volunteers** / **interviewing** fosters and adopters. As well as assisting the shelter manager with **processes** and daily **operations**.

Can you uphold CARE Networks values while ensuring the comfort of our four-legged, feathered and sometimes fussy guests while engaging with volunteers, as well as keeping your eyes on the details while everything is happening at once? Of course, training will be provided as the position progresses - like animal training, first aid etc.

What is happening on a day-to-day basis?

- Daily kick-off meetings with your buddy(ies) to structure the day and set priorities.
- Ensuring animals in the shelter have everything they need: someone to look after them, food & water, clean housing, exercise, mental stimulation, and if needed, administration of medication.
- Animal Intake health exams
- Updating animal records and transferring information to partner organizations.
- Following, updating and developing operational procedures for all shelter-related tasks and positions.
- (Deep-)Cleaning of animal rooms, kennels and equipment.

- Organizing and sorting of donations, equipment and material.
- Communicating with various stakeholders: foster families, adopters, veterinary teams to ensure our animals are all looked after and eventually placed in the best possible home.
- Recruiting, training and supervising new volunteers.
- Collecting information on volunteers - their availability and skill - and maintaining our database.
- Keeping new and existing volunteers informed about CARE Network news and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities.
- Keeping schedules and records of volunteers' work.
- Supporting the “in the field” team-based as required.

Your skills:

- Compassion, kindness and the ability to maintain our high standards and expectations regarding community relationship building and interactions.
 - Solid mental and emotional coping skills and support.
- Staying calm and solution-focused in unexpected situations.
- Physical stamina: When working directly with animals you may need to lift, kneel, crawl, bend, and be on your feet a lot.
- Mindful Communication: You will interact regularly with the team, volunteers, partners and at times the public as a representative of CARE. Personal opinions, needs, etc. may have to take a backseat in some cases.
- Time-Management: We cannot stress enough how critical this is. Every dollar spent on your time is a dollar we cannot spend to help animals in need (like on surgeries). So please work as effectively and efficiently as possible.
- Eye for detail: You are meticulous and have a great attention span. More importantly, you see the work that needs to get done and are on it. Ideally, beyond your profile, if time allows.
- Comfort with tech: Solid computer skills including familiarity with using popular record keeping and word processing programs and database management software.
- Excellent organization and team-building skills.

The Position

This position is laid out to be **32 hours/week**. You will be on for **4 days** and then off for 3 consecutive days. Occasionally, our animal occupancy rate might require you to work on a shift schedule (7 am to 4 pm or 11 am to 7 pm) but mostly it will be regular hours from 9 am to 5 pm. Please be prepared to work on weekends. We typically establish a **12-month** employment contract to start after completing a month-long trial.

This is a salary position and your hourly wage will start at **\$20/\$22** depending on experience and skill level and can be adjusted accordingly. Ideally, you have your own laptop and cellphone.

As we expand the CARE Network, we are building a core team. We are committed to the wellbeing of our team AND to the wellbeing of each of the individuals.

Not everyone is going to work with CARE for the rest of their life so we want to make the most of the time we have together by supporting each member's immediate and future needs. We want everyone to come away from their time working with CARE with more skills, confidence, mindfulness, love, joy, compassion and peace.

BTW, we can pretty much guarantee that you will come away from your time with CARE with a few physical and emotional bruises too, and hopefully not new scars - yikes! This is hard work on all levels but it is also deeply rewarding. We look forward to exploring how we can work together to help animals.