



Job Description for Animal Caregiver

Position Title: Animal Caregiver

Happy Trails Farm Animal Sanctuary is a **non-profit (501c3) organization that rescues, rehabilitates and provides an adoption program for abused, abandoned and neglected farm animals.** The Animal Caregiver position is responsible for the daily care, nutrition and comfort of all rescued animals housed on the sanctuary grounds.

Position Overview:

Reporting to the Executive Director and or Animal Placement Coordinator, this position's primary responsibility is to provide for the humane care and excellent quality of life for all species of animals on the sanctuary grounds, to manage the welfare of each rescued animal and to promote and support the Happy Trails Farm Animal Sanctuary mission and programs.

Fundamental responsibilities for the position include:

- **Daily Animal Care:** Provide animals with the best possible care including daily meals, fresh water, clean living accommodations.
- **Animal Welfare Management:** Ensure the welfare of the animals is placed in high priority and advocate for excellent quality of life for each.
- **Communication and Team Work:** Vital to ensure proper care of the animals through essential teamwork and open communication.

KEY RESPONSIBILITIES

Daily Animal Care: Provide animals with the best possible care including daily meals, fresh water, clean living accommodations.

- Providing clean, fresh and abundant water for all animals; being certain that water buckets, water troughs and feed containers are scrubbed as needed and hoses are kept in working order
- Providing proper nutrition, including grain, pellets, hay and/or supplements as directed; keeping food, grain and pellets in sealed containers at all times
- Keeping the med/feed room locked at all times and keeping the med/feed room clean and organized to efficiently handle any circumstance
- Making certain that each animal shelter has clean, dry and abundant bedding and cleaning any shelter that needs attention; sweeping and keeping free of clutter the common area of each barn/shelter to avoid hazard; cleaning up after oneself personally in each shelter area
- Monitoring heat lamps/fans for safety and comfort; ensure cords are out of reach of the animals and equipment is turned on/off according to policy

Animal Welfare Management: Ensure the welfare of the animals is placed in high priority and advocate for excellent quality of life for each.

- Observing all animals for depression, lack of appetite, lameness, unusual odor, vision problems, problems urinating or defecating, open wounds, broken bones and infections
- Bringing any and all animal concerns to the attention of their supervisor or director as a high priority in order for them to be addressed. An animal caregiver will be on committee to discuss quality of life/humane euthanasia situations.
- Dressing and tending to wounds, injuries, sores, skin disease and any illness or lameness as directed by either the attending veterinarian, the director or an appointed animal care supervisor
- Watching for hypothermia and frostbite during cold weather
- Watching for sunstroke and heat exhaustion during hot weather
- Reporting any rodent problems immediately

Communication and Teamwork: Vital to ensure proper care of the animals through essential teamwork and open communication.

- Animal Caregiver staff members are expected to work closely with each other in teams during each animal care shift. They must also work well with and show excellent communication skills toward volunteers, staff members and board members.
- Comprehensive, written animal care updates are to be submitted via email at the end of each care shift from the sanctuary grounds.
- Animal Caregiver staff members may be asked to assist with training new Animal Caregivers or Animal Caregiver Assists and may be asked to provide a skill-level evaluation of each new staff member or volunteer.
- Sanctuary emergencies and emergency rescues may result in additional care hours which may be required of the Animal Caregiver staff.

Required Skills

- At least two years' experience in a farm animal care capacity;
- Physical capability to lift 50lbs. and to tolerate work in extreme weather conditions;
- Self-reliant, good problem solver, results oriented;
- Ability to work as a team to achieve a common goal;
- Provide direction and supervision while carrying out responsibilities;
- Organized with attention to detail;
- Has a passion for well-being of all animals; most importantly farm animals