



## 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 Animal Care Manager, 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 daily care to farm animals, which includes feeding, cleaning enclosures, monitoring health and administering medication as needed.
- **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:** Collaborate with other team members to ensure a safe, humane and positive environment for the animals is an essential part of the role.

### **KEY RESPONSIBILITIES**

**Daily Animal Care:** Provide daily care to farm animals, which includes feeding, cleaning enclosures, monitoring health and administering medication as needed.

- Provide clean, fresh and abundant water for all animals; being certain that water buckets, water troughs and feed containers are cleaned as needed and hoses are kept in working order
- Prepare proper nutrition, including grain, hay and/or supplements as directed; keeping all grain in sealed containers at all times
- Maintain clean and organized medication/feed rooms to efficiently handle any circumstance
- Make 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
- Monitor 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.

- Observe all animals for depression, lack of appetite, lameness, unusual odor, vision problems, problems urinating or defecating, open wounds, broken bones and infections
- Communicate all animal concerns to the Animal Care Manager as a high priority in order for them to be addressed
- Dress and tend to wounds, injuries, sores, skin disease and any illness or lameness as directed by either the attending veterinarian or the Animal Care Manager
- Monitor for hypothermia and frostbite during cold weather; monitor for sunstroke and heat exhaustion during hot weather
- Report any rodent problems immediately to the Facilities Manager

**Communication and Teamwork:** Collaborate with other team members to ensure a safe, humane and positive environment for the animals is an essential part of the role.

- Carry out daily shifts as a team; collaborating with volunteers, staff members and board members.
- Assist with training new Animal Caregivers and/or volunteers; providing a skill-level evaluation of each new staff member or volunteer when requested
- Submit comprehensive animal care updates via email at the end of each care shift
- Advocate for the organization's mission by providing social media content
- Work additional hours during sanctuary emergencies and emergency rescues

### **Required Skills**

- Experience in animal care, including feeding, cleaning, and monitoring health;
- Basic proficiency in administering medication and managing health records;
- Strong physical ability to perform manual tasks, including lifting and working outdoors in varying weather conditions;
- Effective communication and teamwork skills for collaboration with colleagues, volunteers and veterinary professionals;
- Commitment to animal welfare and previous experience in a similar role is a plus;
- Has a passion for well-being of all animals; most importantly farm animals