



Kennel Technician

Our Culture

"At Freedom Service Dogs, we are passionate about creating a world where veterans and others have the freedom to live their lives to the fullest with a custom-trained service dog by their side." *Michele Ostrander, President & CEO*

We believe in harnessing the power of diversity to create a culture of belonging where all individuals are celebrated and valued for their unique ideas, perspectives, and strengths as a means to achieving personal excellence and organizational success.

Our Values

Lead the Pack: Commit to excellence in all we do

Be the Person Your Dog Thinks You Are: Demonstrate integrity to build trust

Work Together, Wag Together: Achieve shared goals while having fun

Keep our Dogs in a Row: Steward all resources efficiently and effectively

Unleash the Power of Diversity: Foster a diverse, equitable, and inclusive organizational culture

The Purpose of Your Role

Provide comprehensive care to the dogs that are being trained by the Organization to assist individuals with disabilities. Ensure the physical and mental well-being of dogs by monitoring their behavior and physical condition, interacting with them continuously and constructively. Responsible for providing food, water, care, clean kennel environments, and for communicating health and behavioral observations to the appropriate personnel. Reports to the Kennel Coordinator and Animal Health Manager.

The Skills You Bring

- Passion for helping individuals
- Love of dogs
- Unwavering dedication to volunteers
- Desire to learn
- Adaptability
- Attention to detail
- Problem-solving skills
- Effective communicator
- Flexibility
- Ability to multi-task
- Team player
- Proficiency in Microsoft Word, Excel, and Outlook.
- Willingness to learn dog training techniques in accordance to FSD and Assistance Dogs International standards

Our Investment in You

- Competitive Salary: \$16 - \$17/hour
- Medical, dental, and vision insurance covered in part by FSD
- 401k plan with company match
- 13 Holidays & Generous Paid Time Off
- Professional Learning Opportunities
- Wagging tails, dog kisses, and puppy breath

The Work You Will Do

Kennel Care

- Daily cleaning, sanitizing and organizing of all indoor and outdoor dog kennels, perimeter kennel areas, and play yards.
- Daily tracking of all inventory of all items needed to care for dogs and communicating inventory issues to the Kennel Coordinator.
- Completing, maintaining and updating daily dog care records.
- Daily cleaning of bedding, toys, food and water bowls.
- Running and folding laundry.
- Making Kongs and cutting treats.
- Vacuuming, cleaning carpets, mopping, clearing drains, dusting, sweeping, and trash removal.
- Cleaning hallway and travel crates.
- Directing and organizing volunteers and volunteer groups.

Dog Care

- Assessing, on a daily basis, the overall health and behavior of the animals.
- Providing food and water to dogs on a daily basis.
- Maintaining strict dietary requirements for each dog.
- Providing daily potty breaks and exercise for dogs.
- Engaging in socialization and enrichment activities with dogs
- Running and assisting with playgroups.
- Walking and handling dogs in a manner consistent with expectations of a service dog in training.
- Assisting in husbandry tasks including trimming nails, cleaning ears, bathing, etc. and maintaining a husbandry schedule for the dogs.
- Driving dogs to and from veterinarian appointments and driving to pick up dog food and other supplies as directed by the Animal Health Coordinator and Kennel Coordinator.
- Medicating dogs as needed, as directed by the Animal Health Manager and the Animal Health Coordinator.
- Providing specialized care for dogs post-surgery.
- Communicating any problems or issues with dog care to the Kennel Coordinator.
- Communicating any health concerns to the Animal Health Manager or Animal Health Coordinator.
- Entering health and behavior observations and information in the Animals First Database.
- Working with the Genetics and Reproduction Department to care for puppies and neonates.
- Engaging puppies in early neurological stimulation activities and keep clear records for each puppy.
- Directing and organizing volunteers.

Other

- Taking the lead on projects and specialized tasks
- Entering data into the Animals First and Apricot database and appropriate spreadsheets.
- Participate in continuing education.
- Other duties that may be as assigned.

Work Environment & Physical Demands

This job operates in dog kennels and surrounding areas. The noise level in dog kennels environment can be loud. The location is a non-smoking environment.

While performing the duties of this job, the employee is regularly required to be very physically active. The employee must be able to handle dogs up to 70 lbs and carry bags of dog food of up to 50 lbs. The employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hands, arms, shoulders, and legs to care for and train dogs. The employee is often on her or his feet and is often required to walk; escort visitors or volunteers in or around the kennel areas; and climb

or balance. The employee is to communicate regularly with others. Employee must be able to manipulate and use all equipment and tools necessary to care for dogs, including leashes, medicines, locking mechanisms, and dog toys. The employee must have the ability to rapidly use computer equipment, printers, copy machine, and other general office machines.

Position Type and Expected Hours of Work

Full time and part time positions available. Non-exempt. Hours of work are variable Sunday - Saturday from 6:00am- 8:00pm. This position may require working weekends, holidays, and being open to working additional shifts on an as needed basis. Only local travel is expected.

Required Education and Experience

- High school diploma or GED

Preferred Education, Experience and Competencies

- Nonprofit work/volunteer experience
- Experience working with dogs in a professional setting

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

Equal Opportunity Employment

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

To Apply

To apply, please send your resume and cover letter to Stephanie Guild, Animal Health Manager, SGuild@freedom servicedogs.org