# IFT Kennel Technician

## Who We Are

**Freedom Service Dogs of America** is a mission-driven organization dedicated to transforming lives by providing expertly trained service dogs to people challenged by disabilities. We believe dogs have the power to make a profound difference in everyday independence and well-being, and we are equally committed to fostering a culture of belonging where every individual is valued and celebrated. Guided by our values we work together to achieve meaningful impact, personal excellence, and organizational success.

## Position Summary

Under the supervision of the Coordinator of Reproduction & Kennels, this position will 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, maintaining clean kennel environments, and care as needed. Must be able to communicate health and behavioral observations to the appropriate personnel.

This is a non-exempt position, with part-time schedules consisting of approximately 20 hours per week. Full-time opportunities may also be available based on organizational needs. Regular days and hours of work will be determined based on staffing needs and may include weekends and holidays. Employees must also be willing to work additional shifts on an as-needed basis.

## Key Responsibilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Daily cleaning, sanitizing and organizing all indoor and outdoor dog kennels, perimeter kennel areas, and play yards.
- Daily tracking of all inventories of all items needed to care for dogs and communicating inventories of all items needed to care for dogs.
- 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 hallways and travel crates.
- Supporting and organizing volunteers and volunteer groups.
- Ability to assess dog body language for safe handling, care, and playgroups of dogs

*Additional responsibilities may be assigned as needed.*

## Work Environment

This role works primarily in dog kennels and surrounding areas and may involve a loud, non-smoking environment. The position is physically active and includes standing, walking, bending, lifting, cleaning, and handling dogs throughout the day. Candidates must be able to safely handle dogs up to 100 pounds, lift up to 50 pounds, use kennel and dog-care equipment, follow safety guidelines when using cleaning products, and complete basic written and electronic recordkeeping. The role requires working both independently and as part of a team, with regular interaction with staff, volunteers, and visitors. Occasional overtime, irregular hours, on-site work, and driving a company vehicle may be required; a valid driver's license and insurance are needed.

## Qualifications

- High school diploma or GED
- Must have a valid driver's license and maintain current vehicle insurance
- Weekend and holiday availability

**Preferred Experience**

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

**Benefits**

- Competitive Salary: $21.00 - $23.00 per hour
- Medical, Dental, and Vision Insurance
- 401k
- 14 Paid Holidays & Generous Paid Time Off
- Professional Learning Opportunities
- Career Progression Opportunities
- Wagging tails, dog kisses, and puppy breath

**Equal Opportunity Employment**

Freedom Service Dogs is committed to diversity in its workforce including Equal Opportunity Employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and/or veteran status. Freedom Service Dog is also committed to providing reasonable accommodation in our job application process for qualified individuals with disabilities. If you require assistance, please email Elizabeth Sheehan at esheehan@freedomservicedogs.org.

**How to Apply**

To apply, please send your resume and cover letter to Elizabeth Sheehan, Senior HR Generalist at esheehan@freedomservicedogs.org.