



Animal Welfare Society Stellenbosch

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Non-Profit Organisation: 003-316 NPO

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**Donations are tax deductible**

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## **JOB DESCRIPTION: Shelter Assistant (Kennels)**

### **AREAS OF DUTIES**

1. Premises, Kennels Work, Volunteers
2. Administration
3. Marketing / Promo Work
4. Stock Control

### **GENERAL**

The position of Shelter Assistant entails the following:

1. Help and be of assistance in kennels whenever needed
2. Stand in for Kennel Manager (leave, sick leave and absence)
3. Promote adoptions by using all available tools and means in order to increase adoption rates
4. Evaluate and train shelter dogs to improve their chances to get re-homed
5. Provide weekly videos and photos to the Head of Fundraising and Communications for Social Media and Website updates

#### **1) PREMISES / KENNEL WORK & VOLUNTEERS**

1. Supervising kennel staff in all aspects of their work when Kennel Manager is absent (taking care of dogs / keeping cages, camps and kennel premises clean / attending to the garden)
2. Help with physical work (Collecting dirty blankets / do the washing / hanging up)
3. Report any damage or fault on kennel property and premises, including cages and fences, to the Manager
4. Ensure AWSS premises are clean, neat and tidy at all times
5. Assist with volunteers, school groups and monthly dog walks
6. Report any problems or irregularities relating to premises, staff, adoptions and day to day running of the kennels to your direct supervisor – Kennel Manager

## **KENNEL WORK**

1. Supervising of daily feeding of dogs
2. Plan feeding programs for puppies, sick and emaciated dogs, lactating bitches and adult dogs with special needs
3. Ensure there is fresh, clean water as well as dry, clean bedding at all times
4. Administering of medication to dogs according to vet's advice and timely administering of medication
5. Assessing incoming dogs and immediate referral to clinic
6. Daily checkups on all dogs, spending time with them and getting to know and understand their temperaments
7. Establish compatibility of dogs with other dogs and their response to cats
8. Provide special attention and training to dogs with behavioural problems
9. Giving basic obedience training
10. Make decisions regarding euthanasias together with Management and Clinic Management. Input of volunteers and staff should be taken into consideration in order to arrive at an educated decision
11. Good knowledge of each in order to promote and increase dog adoptions
12. Deal with visitors and potential pet owners in a friendly, polite and professional manner. Assess their needs and home environment and match the right dog to the right home
13. Organise foster homes and monitor until dogs get adopted

## **VOLUNTEERS AND PROMO WORK**

1. Deal with school groups and other community service projects and work closely with the Volunteer Co-ordinator
2. Ensure updates for SPAR Boards / Print Media / Promotional Material are provided to the Head of Fundraising and Communications
3. Work with the Head of Fundraising and Communications to develop Education Programmes, Adoption Campaigns and Sterilisation Projects

## **2) ADMINISTRATION AND ADOPTION PROCESS**

1. Handling of all aspects of administration and adoption processes:
  - Understanding the needs of the prospective dog owners and match the dogs needs and character accordingly
  - All administration work – filling in application papers correlating to adoptions. All documents to be completed in full and copies made for AWSS records
  - Highlighting specific clauses in application paper
  - Monitoring of pre and post home inspections. Home Inspections are completed by the Inspectors
  - Monitoring and implementation of sterilisation of puppies that have been adopted
2. Assisting Inspectorate in handling and investigation of cruelty and negligence cases with the help of the Executive Committee
3. Writing of monthly reports and statistics for the Executive Committee Meetings
4. Be co-operative and work in collaboration with Clinic, Volunteers and Fundraising Committee

### 3) **STOCK CONTROL**

1. Assist Kennel Manager with stock control and related duties

#### **EDUCATION / QUALIFICATIONS / EXPERIENCE REQUIRED**

- Matric Certificate or equivalent
- Record keeping, general administration and IT skills (Microsoft Office)
- Knowledge of AviMark is advantageous
- Experience in an animal care related position would be beneficial
- Must have a love for animals and commitment for the AWSS Mission and Values

To apply for the position email a letter of motivation and your CV to [awsscareers@gmail.com](mailto:awsscareers@gmail.com).  
Should you not receive a response within 2 weeks, consider your application unsuccessful.