



## EMPLOYMENT OPPORTUNITY

### PROGRAM ASSISTANT

**Salary:** \$10.67 Hourly  
**Job Type:** Seasonal  
**Department:** Animal Services  
**Benefits:** No Benefits

#### The Position

Under supervision, will perform a wide variety of duties relative to customer service for the Apple Valley Animal Services (AVAS) activities program and the Municipal Animal Shelter.

This position will also assist with Special Events as well as day to day Kennel work.

#### Job Functions

- Assist in performing duties including care of impounded animals, cleaning and maintaining animal care facilities, and operating light vehicles and cleaning machinery;
- Caring for impounded animals by providing food, water, comfort and basic grooming;
- Cleaning of individual animal runs and cages; observing animal behavior and appearance to identify sick or injured animals; demonstrate ability to handle animals in a humane and compassionate manner;
- Assist with disinfecting various animal housing areas, cleaning animal bowls and other equipment as needed;
- Accepting animals turned in by the public and completing the necessary paperwork; housing such animals in the appropriate run or cage; assisting other staff members as needed;
- Assist customers with lost/found, adoptions;
- Mentors youth in a variety of activities, promotes safety and renders first aid as required and performs a wide variety of clerical work including volunteer training and visitor logs.
- Participates in the planning and implementation of animal related activities appropriate for participant age groups, reflective of traditional theories and practices, while complying with Federal, State and local laws, regulations and guidelines.
- Coordinates, and carries out clerical assignments, youth activities and special projects related to assigned areas of responsibility at the Municipal Animal Shelter facility, may include organizing games and crafts, assisting children with their homework and running AVAS camps.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Other duties as assigned and as outlined on the job description.

#### Qualifications

Equivalent to completion of 12<sup>th</sup> grade with the ability to organize and supervise assigned program activities for varying age groups. Requires prior experience working with animals. Must possess good customer service skills; the ability to communicate well with children, parents, and Town of Apple Valley staff; handle heavy phone traffic. Must be currently certified or obtain certification within first three (3) months of employment in CPR/AED and First Aid for adult and child.

*Priority in applicant selection will go to those with prior Animal Shelter and Customer Service experience.*

#### Selection Process

A completed Town employment application is required by the close of recruitment, on **April 28, 2017 at 4:30 p.m.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.*