



Position Title: Kennel Attendant

Reports to: Operations Manager

Job Location: Wilmington, NC

Position Type: Hourly, Part Time, 17.5 hours per week

Department: Training

About CFS

Established in Wilmington, NC in 1996, Canines for Service, Inc. is a 501(c)(3) nonprofit, and the longest operating, internationally accredited (ADI) service dog provider in the state. Our mission is to inspire veterans through life-changing canine partnerships. CFS provides highly trained service dogs, at no cost or fundraising obligation, to Veterans from all conflicts with service-connected mobility challenges, post-traumatic stress disorder, military sexual trauma, and/or traumatic brain injuries.

Position summary

The Kennel Attendant provides daily care for service dogs in training and assists with kennel maintenance. In addition, specific job duties include cleaning kennels and runs, bathing, grooming, exercising, feeding, and monitoring the behavior of the dogs. The position hours are **Sunday through Thursday 3:30pm to 7:00pm**. The schedule may include weekends and holidays.

Essential Functions / Responsibilities

Kennel Duties and Responsibilities

- Acts as shift lead to coordinate the daily operation of the kennels.
- Ensures kennels, crates, floors, and the overall facility are cleaned on a regular basis.
- Monitors and communicates with Kennel Attendants, Lead Trainer, and the Operations Manager any behaviors and health issues of the dogs at the facility.
- Walk dogs for a quick relief of bladder and/or bowels from kenneling.
- Feed dogs defined amount of food per dog as directed and provide fresh water for all dogs.
- Change dog bed covers as needed or a minimum of once per week.
- Administer prescribed medications to Service Dogs in training as needed.

Training Duties and Responsibilities

- Learn basic commands for service dogs in training.
- Provide kennel enrichment.
- Transport Service Dogs in training to Veterinarian appointments in a medical emergency.
- Assist with volunteers.

Canines for Service Team Guidelines & Administrative Duties

- Assist other employees, interns, and volunteers in a cheerful and respectful manner.
- Must be able to work independently as well as participate as a member of the CFS Team.
- Maintain training kennel records and enter data into Salesforce database system.
- Perform any other duties as assigned by supervisor or management.

Required Skills / Abilities

- Passion and love for animals
- Ability to communicate effectively both verbally and in writing.
- Must be punctual, dependable, and responsible.
- Must be capable of lifting at least 60 pounds and handling a service dog in training that can weigh up to ninety pounds.
- Ability to operate standard office equipment including but not limited to computers and copiers.
- Basic computer skills to include e-mail and Microsoft Office.
- Knowledge of Salesforce is preferred, but not required.
- Must pass required background checks with a valid driver's license with no DUI/DWI infractions.
- Must maintain a valid driver's license and be able to operate CFS vehicle.

EEO Statement

Canines For Service is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, or national origin, or any other characteristic protected under applicable federal, state, or local law.

This job description is provided to outline what is expected for the employee in this role during their employment with Canines for Service and is not to be constructed as an employment contract or guarantee of continued employment. This job description is not to be all inclusive of the responsibilities, duties, and activities of the position, this is subject to change.