



Every pet deserves a good life. We save the most vulnerable animals and enrich the lives of pets and people. Our mission is made possible with the hard work of our valued employees. We offer a friendly, professional work environment with a culture that promotes innovation, compassion, and excellence.

Job Title: SNIP Assistant

Department: Community Programs

Position Status: Part-Time, Non-Exempt

Reports To: Community Programs Manager

POSITION SUMMARY:

The SNIP Assistant will help to administer the Spay Neuter Incentive Program (SNIP) for Henderson County Residents while assisting with grassroots community outreach programming occasionally. This position must support all of the BRHS board policies.

DUTIES & RESPONSIBILITIES

Including but not limited to:

- Promote and administer the Spay-Neuter Incentive Program which includes:
Registering animals for SNIP, handle payments, schedule surgeries, review post-operative instructions with pet owners and help coordinate the transports to and from the spay/neuter clinic in Asheville
- Work in collaboration with the Henderson County Animal Services Center and Henderson County Sheriff's Department
- Greet clients dropping off their pets for surgery, properly identifying the animal, ensuring the intake form is properly completed, and assisting with the logistics of transport to the spay-neuter clinic
- Maintain effective relationship with volunteers and BRHS staff
- Monitor outreach data in reporting programs for accuracy and efficacy
- Treat all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance and promoting a humane and caring attitude toward all animals and owners.
- Other duties as assigned

Work is evaluated by periodic checks for overall effectiveness and results achieved. Written evaluations are done at the end of the initial probationary and annually thereafter on the anniversary date. Operational guidelines are set forth by the Executive Director and presented in the Employee Handbook.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A valid, unrestricted driver’s license with a driving record acceptable by BRHS’s insurance carrier
- Experience in animal handling and knowledge of basic animal husbandry
- Proficiency in Microsoft Office applications including Outlook, Word and Excel
- Detail oriented and accurate recordkeeping and accuracy in processing confidential information
- Ability to work cooperatively with staff and general public
- Excellent organizational skills
- Ability to lift 50 lbs.
- Able to meet deadlines
- Ability to be flexible in a fast paced environment.
- Ability to perform all duties that ensures positive image of the Blue Ridge Humane Society
- Self-starter able to work independently and as part of a team
- Must love animals AND people!

Certificates, Licenses & Registrations:

Must be willing to give permission for a background check and a DMV report. Must possess a valid, unrestricted driver’s license with a driving record acceptable by Blue Ridge Humane Society’s insurance carrier. May be asked to submit to drug testing during employment.

Blue Ridge Humane Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Blue Ridge Humane Society complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

On this date, I have received the above BRHS job position description. I have reviewed it and understand my responsibilities.

Employee Printed Name

Employee Signature

Date