JOB TITLE: Lead Kennel Technician and Volunteer Coordinator
FULL TIME/PART TIME: FULL TIME
REPORTS TO: Johns Creek Adoption Center Manager
LOCATION: Furkids Johns Creek Adoption Center Johns Creek, GA
SALARY: $17.00 per hour

ABOUT FURKIDS

Furkids is one of the largest no-kill animal shelters in the Southeastern United States, serving an average of 5,000 cats and dogs each year through adoption, foster, and rescue programs across the greater Atlanta metro area.

POSITION SUMMARY

The Furkids Johns Creek Adoption Center in Johns Creek, GA is hiring a Lead Kennel Technician and Volunteer Coordinator. This role is responsible for overseeing the daily care and wellbeing of animals while ensuring volunteers are trained, supported, and engaged in providing exceptional care. This role combines hands-on animal care with volunteer leadership, helping maintain a clean, organized, and welcoming environment that promotes animal health and successful adoptions.

PRIMARY RESPONSIBILITIES

Animal Care & Facility Standards

- Oversee the daily care of cats, including feeding, cleaning, monitoring health, administering approved treatments, and providing enrichment
- Maintain a clean, sanitary, and organized kennel environment in accordance with animal welfare and safety standards
- Ensure all supplies are stocked and organized, notifying management when inventory needs replenishment

Volunteer Leadership

- Train and mentor new and current volunteers on shelter policies, animal handling, and cleaning procedures
- Support and engage volunteers to ensure a positive, consistent experience

Team & Operations

- Collaborate with management and other departments to improve operational efficiency and volunteer engagement
- Follow all organizational policies and procedures while promoting a culture of compassion, teamwork, and accountability

HOURS

- 9:00 AM to 5:00 PM on Tuesday, Wednesday, Friday, Saturday, Sunday (days off are Thursday and Monday)

EDUCATION & SKILLS

- High school diploma or equivalent
- Prior animal care experience preferred
- Ability to perform cleaning tasks and ongoing physical activity

- Ability to work as part of a team
- Good verbal and written communication skills
- Detail oriented, can work well independently, and takes initiative
- Punctual and reliable
- Good time management skills

SALARY AND BENEFITS

- Pay: $17.00 per hour
- 401(k)
- Dental Insurance
- Health Insurance
- Employee Discount
- Paid Time Off

Work Location: In person

Please apply online, or send your resume via email to: **deanna.alba@furkids.org**.