



Animal Protection Society – Friday Harbor (APS-FH)

Job Title: Full-Time Animal Care Team Member

Location: Animal Protection Society - Friday Harbor (Friday Harbor, WA)

Reports to: Executive Director

FLSA Status: Non-Exempt

Schedule: Full-time (32-40 hrs/week) with availability on weekends/holidays

Position Summary:

APS-FH is a small organization with limited staff and resources, requiring a collaborative, team-oriented approach. All staff share responsibility for upholding shelter policies and procedures; maintaining facility cleanliness; and supporting daily operations. Duties include answering phones, greeting and assisting visitors, facilitating pet intake and adoption processes, transporting animals, running errands, administering medications as directed, maintaining accurate records, and providing daily care and enrichment for animals. Staff also train and work with volunteers, accept donations, cover staffing gaps, and ensure confidentiality and professionalism at all times.

Duties and Responsibilities

As a Full-Time Animal Care Team Member, you'll play a vital role in ensuring the well-being of our shelter animals and creating a welcoming experience for our visitors, volunteers, and community partners. Your work will include:

- **Caring for animals every day** — feeding, cleaning, administering medications as directed, monitoring health and behavior, and providing enrichment to keep them happy and healthy.
- **Keeping our shelter safe and inviting** — maintaining clean, organized animal spaces, public areas, and workspaces.
- **Helping animals find homes** — guiding adopters through the process from application review to meet-and-greets, adoption counseling, paperwork, and celebratory adoption photos.
- **Supporting our medical team** — assisting with animal intakes, exams, and medical care as needed.
- **Providing outstanding customer service** — greeting visitors, giving tours, answering phones, accepting donations, handling lost/found pet reports, and selling merchandise.
- **Promoting adoptable pets** — assisting with social media posts and "Petfinder" pet profile updates.
- **Working as part of a team** — training and supporting volunteers, collaborating with staff, and representing APS-FH with professionalism when working with the general public and partner organizations.

- **Documenting and organizing** - Maintaining accurate and detailed records, completing required paperwork, and proficiently using computer systems and other technology to support shelter operations.
 - **Pitching in where needed** — including animal transport (local and off-island), event support, and filling in to cover staffing gaps.
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Qualifications

- A genuine passion for animals and a commitment to compassionate care.
 - Previous experience working with dogs and cats, including basic handling and understanding of their behavior.
 - Good communication skills and a friendly, customer-focused attitude.
 - Ability to manage time well and stay organized in a busy, team-oriented environment.
 - Willingness to take initiative, learn on the go, and tackle new challenges with a “can-do” attitude—even when in unfamiliar circumstances.
 - Comfortable with physical tasks such as lifting up to 50 lbs., walking or standing for long periods, walking large, strong dogs, and performing cleaning duties.
 - Emotional strength to handle challenging situations involving animal health and well-being.
 - A valid driver’s license is required.
 - Willingness to learn about shelter animal health and safety protocols.
 - Reliable, flexible, and able to work effectively as part of a small but mighty team.
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Compensation & Benefits:

- Hourly wage: \$20/hour to start with opportunities for advancement
 - Following a 60-day probationary period, “Wellness Benefits” of \$4000 annually, paid in monthly stipends
 - Paid sick leave in accordance with Washington State law
 - Following a 60-day probationary period, full-time employees receive **5 days of paid vacation annually**. After two years of continuous employment, this increases to **10 days of paid vacation annually**.
 - Access to shelter discounts for pet care such as: prescription foods, medications, and vaccinations
 - Flexible, supportive, and fun work environment
 - Continuing education and training opportunities
 - The opportunity to make a meaningful impact
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About APS-FH:

Animal Protection Society – Friday Harbor is a private, nonprofit animal shelter located in the heart of San Juan Island. We care for approximately 200–300 animals per year and operate with a dedicated staff and team of volunteers. As the island’s only shelter, we play a crucial role in reuniting lost pets, facilitating adoptions, providing community support, and partnering with other shelters/rescues to save the lives of companion pets.

To Apply:

Please submit your resume and a brief cover letter to outreach@apsfh.com. Applications will be accepted until the position is filled.