



**CITY OF SHELTON  
ANIMAL CONTROL - POLICE DEPARTMENT  
TITLE: KENNEL WORKER  
LOCATION: 11 BREWSTER LANE  
HOURLY RATE: \$16 - \$20**

**Job Title:** Kennel Worker (Part-Time)

**Job Summary:**

The Kennel Worker plays a vital role in ensuring the proper care and well-being of animals housed in the city's animal holding facility. Responsibilities include feeding, grooming, exercising, cleaning, and maintaining safe, humane, and sanitary conditions. The role also requires knowledge of animal care and local/state animal control laws, along with the ability to interact professionally and courteously with the public.

**Supervisor:**

Reports to the Animal Control Officer or their designee.

**Key Responsibilities**

- Provide food, clean water, and basic daily care for dogs and cats.
- Clean and maintain kennels, inside/outside runs, litter boxes, and food/water dishes.
- Wash, dry, and organize laundry.
- Administer medications and treatments as prescribed by a veterinarian.
- Safely handle and restrain animals, including use of specialized tools (e.g., snares) when needed.
- Assist with animal transport and adoption showings.
- Monitor animal behavior and report observations to Animal Control Officers.
- Maintain accurate records of animal care, intake, and release.
- Support the Animal Control Officer as required.

**Knowledge, Skills, and Abilities**

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.



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**Knowledge:**

- Animal care, handling, and behavior.
- State and local animal control laws and regulations.
- Recordkeeping and documentation procedures.

**Skills:**

- Ability to safely and humanely handle a variety of animals, including aggressive or fearful ones.
- Strong verbal and written communication skills for working with the public and staff.
- Ability to multitask and work effectively as part of a team.

**Qualifications**

- High school diploma or equivalent.
- At least two (2) years of experience in animal care or animal control; clerical experience preferred.

**Additional Requirements**

- Must possess, or be able to obtain, a valid Connecticut Driver's License.
- Must be willing to complete Connecticut State Certification training and attend the State Academy for Animal Control Officers (training and certification funded by the City).
- Reliable transportation and residency in or near Shelton/Derby.
- Physical ability to lift, handle, and restrain animals weighing up to 75 lbs.
- Ability to stand and work on your feet for extended periods.

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**Work Schedule**

- Weekend shifts: Saturday and Sunday, 8:00 a.m. – 4:00 p.m.
- Average of 16–29 hours per week.

**Additional Information:**

This is a part-time, non-union position. The role does not include benefits, paid vacation, sick leave, or personal time.

**How to Apply:**

Submit your application and/or resume to:

**City of Shelton Human Resources Department**

54 Hill Street  
Shelton, CT 06484

**Application Deadline:** Tuesday, September 30, 2025. Position will remain open until filled, if necessary.

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