

Kennel Attendant

Part-Time | Eden Prairie, MN

Location Eden Prairie, MN	Employment Type Part-Time
Hours Approx. 25 hrs/week	Pay Classification Non-Exempt / Hourly
Reports To Director of Training	Start Date As soon as possible

About Helping Paws

Helping Paws, Inc. is a nationally accredited service dog organization based in Eden Prairie, Minnesota. We train assistance dogs that empower individuals with disabilities, Veterans, and first responders - changing lives, one dog at a time. Our team is mission-driven, collaborative, and united by a love for dogs and a commitment to the people they serve.

The Opportunity

We are hiring two Kennel Attendants for our Blue Coat Academy (puppy program) and our Advanced Training Campus. Each position is assigned to one building.

This is a hands-on, active role at the heart of our daily operations. As a Kennel Attendant, you will provide midday dog walking and comprehensive kennel care, helping maintain the clean, calm, and structured environment that our dogs need to thrive in training. If you love dogs, take pride in a job done right, and want your work to matter — this is the job for you.

What You'll Do

Kennel Cleaning and Sanitation

- Clean and sanitize dog kennels, runs, and outdoor relief areas.
- Remove waste and soiled bedding and restock with clean materials.
- Mop, sweep, and disinfect floors, walls, and common areas.
- Clean food and water bowls and ensure dogs have fresh water throughout the shift.
- Launder and manage kennel supplies including bedding, towels, and leashes.
- Restock cleaning supplies and flag inventory needs to supervisors.

Dog Walking and Care

- Walk dogs individually or in appropriate groups during midday shifts, providing exercise, attention, and positive interaction.
- Monitor dogs for any changes in behavior, energy, appetite, or physical condition, and promptly report concerns to training or veterinary staff.
- Handle dogs safely and calmly using established protocols appropriate to each dog's training level and temperament.

Facility and Team Support

- Conduct visual inspections of kennels and equipment and report any maintenance or safety concerns.
- Maintain organization in storage areas, supply rooms, and common spaces.
- Pitch in where needed. At Helping Paws, every team member shows up for the mission.

What We're Looking For

Required

- Demonstrated comfort and confidence around dogs of varying sizes and energy levels.
- Ability to follow written and verbal instructions and established care and safety protocols.
- Reliable, punctual, and able to maintain a consistent schedule.
- Ability to work independently with minimal supervision while maintaining high standards.
- Strong attention to detail and genuine commitment to animal welfare.

Preferred

- Prior experience in a kennel, animal shelter, veterinary clinic, or dog training environment.
- Basic knowledge of dog behavior and handling techniques.
- Experience in cleaning or facilities maintenance.

Physical Requirements

This is an active, physical role. Kennel Attendants must be able to:

- Stand, walk, bend, stoop, kneel, and crouch frequently throughout the shift.
- Lift, carry, and move objects and dogs up to 50 pounds regularly.
- Safely manage and restrain dogs of varying sizes and strength.
- Work in indoor and outdoor environments across varying weather conditions.
- Tolerate exposure to animal dander, odors, and cleaning chemicals (PPE provided).
- Move between areas within the assigned building and, on occasion, between campus locations a short distance apart.
- Maintain the stamina for consistent active work throughout a 5-hour shift.

Why Helping Paws?

- Be part of a nationally accredited service dog organization making a real difference.
- Work in a positive, dog-friendly environment alongside passionate staff and volunteers.
- Contribute directly to the mission every single day.
- Join a supportive, inclusive team where collaboration and heart are part of the culture.

How to Apply

Complete the application at <https://www.helpingpaws.org/careers>. These positions are open until filled. We will review applications as they are received.

Equal Opportunity Employer

Helping Paws, Inc. is proud to be an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other status protected under applicable local, state, or federal law.

Helping Paws complies with the Americans with Disabilities Act (ADA) and will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.