

Position Title: Shelter Manager
Reports to: Board via Appointed Board Representative (Director)
Schedule: Full time, 40 hours per week.
Salary: Inquire within, call for salary details. Dependent on Experience.

Purpose of Position

- To be responsible for animal caretaking and to maintain a clean and disease-free shelter and grounds.
- To supervise and schedule kennel staff.
- To be responsible for: advertising adoptable animals, and adoptions (screenings/matches), networking with partner shelters, and a transfer program.

Duties and responsibilities

- **Kennel Operations and Animal Care**
 - Ensure that cleaning and animal handling equipment is in good working condition and promptly replace or schedule repairs.
 - Clean kennels and animal housing and provide daily care and feeding, and manage and schedule and train Animal Caretakers in this task.
 - Understand and strictly follow hold/intake time protocols.
 - Determine and post proper animal feeding amounts.
 - Perform the duties of Animal Caretaker as needed.
 - Monitor and document the notable health and behavior issues of animals.
 - Maintain inventory and ordering of animal food and shelter maintenance equipment and supplies. Pick up necessary items from suppliers.
 - Transport shelter animals as needed.
 - Ensure donations are sorted and put away daily.
- **Supervision of Kennel Staff**
 - Oversee the daily cleaning and disease control routine of the Animal Caretaker(s) to ensure compliance with shelter standards.
 - Hire, schedule, and supervise Animal Caretaker(s).
 - Maintain appropriate employee files.
 - Take an active role in the professional development of Animal Caretakers.
 - Provide supervision and guidance to the Animal Caretakers in all aspects of the position including disease control and safe animal handling.
- **Adoption Counseling**
 - Work with customers to help match them with the most appropriate pet, and respond to customer questions with knowledge of Salmon Animal Shelter's policies and animals.
 - Understand, embrace, and practice our mission and "no-kill" philosophy.
- **Facility and Grounds**
 - Provide regular shelter operation reports to the board of directors, periodically in person at regularly scheduled board meetings.
 - Responsible for running the shelter office, day to day operations to include: customer service, assist with the intakes, answering the phone, answering questions from the public, adoptions and redemptions.

- Maintain building and grounds, including repairs, improvements and snow clearing. Perform regular maintenance on all facility systems including heating/cooling systems, and smoke alarms, according to maintenance protocol.

- **Organizational Leadership**
 - Analyze problems, initiate work improvements.
 - Stay abreast of current industry trends, make recommendations and implement systems aimed at advancing the effectiveness of the Animal Caretakers.
 - Keep Board (Director) informed of progress, concerns, employee performance, and client issues.
 - Keep Animal Caretakers informed of animal health and behavior observations.
 - Work with volunteers in a friendly and collaborative spirit, answer questions and post information regarding which dogs are escape risks, need special handling, and other pertinent information.
 - Represent Salmon Animal Shelter in a professional and courteous manner at all times.
 - Provide quality service to customers, volunteers and staff recognizing their individual contributions to the success of our organization.
 - Take immediate action to address any safety concern or noncompliance with safety rules that could put an employee, volunteer, client, animal or the organization at risk.
 - Other duties as assigned.

Qualifications

1. Be able to learn and practice all applicable safety rules and regulations.
2. Be able to learn assigned tasks readily.
3. Be able to deal tactfully and effectively with the public.
4. Be able to acquire a working knowledge of state, county and city laws and ordinances relating to the care, treatment and regulation of animals.
5. Be able to interact with dogs and cats and acquire a working knowledge of individual animals as well as of the various breeds of animals.
6. Meet general appearance standards as defined for public contact work.
7. Have basic computer skills, including experience with data bases and word processing programs, able to post to social media as the organization, and associated computing tasks to advertise adoptable animals.
8. Be able to learn and follow our philosophy related to adoptions and surrenders, and show courtesy toward all clients, co-workers and volunteers.
9. Be able to multi task in a sometimes fast paced and somewhat stressful environment.

Experience/Education

Have sufficient experience and education to successfully perform the duties of the Adoption & Facilities Manager.

Knowledge/Skill/Ability

Knowledge of techniques for properly handling and caring for animals; state and local laws and ordinances relating to the proper treatment and sheltering of animals; basic medical protocols for the treatment of animals; principles of supervision; basic understanding of pharmaceuticals commonly used in the treatment of animals; ability to assist in the operation of an animal shelter; prioritize and handle emergency, stressful situations, handle a variety animals safely and in a humane fashion; deal effectively and tactfully with the public; establish and maintain cooperative working relationships and a team spirit with staff, volunteers, and with other shelter and animal groups.

Work Environment/Conditions

While performing this job, the employee is regularly exposed to wet and/or humid conditions, live animals and a noisy environment.

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data, using a computer keyboard. Additionally, the position requires near, far, and color vision in performing medical procedures and using the computer, and hearing is required when providing phone and counter service. While performing medical procedures, the incumbent is working with needles and other sharp instruments. The incumbent is frequently around animals that are agitated or injured that may attempt to bite or scratch. The need to lift and carry animals weighing in excess of 50 pounds also is required.

Work Schedule

This is a 40 hour per week position. Incumbent will be required to work a changing schedule when necessary.

Disclaimer Statement

The above is intended to describe the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.