**Job Announcement Interim Animal Care Manager**

**Position for up to one year**

# The Stevens Community Humane Society is seeking a dynamic individual to fill the position of Animal Care Manager. This person will be responsible for the coordination, planning, management, scheduling and supervision of the animal care staff, as well as the safe and humane treatment of all shelter animals.

SCHS is located in Morris, MN. We are a small nonprofit animal sheltering/animal welfare organization providing quality care to as many as 200 animals every year.

JOB DESCRIPTION:

JOB TITLE: ANIMAL CARE MANAGER

DEPARTMENT: ANIMAL CARE

ACCOUNTABILITY: SCHS BOARD OF DIRECTORS

FUNCTION: ASSUMES THE RESPONSIBILITY FOR ENSURING THE HUMANE AND HIGH-QUALITY CARE OF ANIMALS BY OVERSEEING VOLUNTEERS, ENSURING THE IMPLEMENTATION OF THE ANIMAL CARE PROTOCOLS, AND KEEPING RECORDS ON ALL ANIMALS AND ANIMAL CARE ACTIVITIES.

DUTIES AND RESPONSIBILITIES:

1. Oversees all aspects of the day-to-day animal care operations. Ensures that work is done in a timely fashion and in accordance with established protocols and state laws.
2. Maintains and approved standard of care for animals in the shelter and upkeep of shelter equipment.
3. Identifies health and safety concerns and temperament issues of animals. Employs safe and humane handling of shelter animals and reports concerns and updates to the SCHS board.
4. Supervises volunteers to ensure completion of daily work assignments and adherence to proper shelter protocols. Maintains daily log of animal care activities.
5. Treats animals humanely and with compassion concern both on and off the job and transmits these values to others.
6. Works with the SCHS board to create and implement Animal Care protocols and record keeping practices, including entering records in the SCHS database.
7. Ensures a high level of communication with volunteers and the SCHS board, including board members charged with coordinating volunteers, animal adoptions and social media.
8. Fosters a team approach by working effectively with volunteers and board members to accomplish organizational goals and objectives.
9. Establishes and maintains an equipment and supply inventory ensuring that necessary resources are available to ensure high quality animal care. Anticipates needs and ensures supplies are ordered in a timely manner.
10. Maintains shelter software records and records of volunteer activities relating to animal care. Generates monthly and annual reports summarizing animal care and outcomes and volunteer activities.
11. Provides on-call support for shelter emergencies including being the point person for animal control issues. Develops a plan for covering animal care over holidays and when away from work.
12. Maintains regularly scheduled shelter hours, mutually agreed upon by the shelter manager and the SCHS board.
13. Regularly reviews Animal Care practices and presents changes in protocol to the SCHS board in an effective and timely manner.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE AND EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES THAT MAY BE REQUESTED BY SCHS BOARD.

QUALIFICATIONS:

1. High school graduate of GED equivalent.
2. Two years of college or work experience preferred.
3. Must submit to a background check and have not felony convictions.
4. Excellent communication (writing, speaking), public relations, and supervisory skills..
5. Shows maturity and good judgment while performing duties in a professional manner
6. Accumulated knowledge of and compassion for domestic animals.
7. Experience in working with governmental agencies, community groups, volunteers and animal welfare organizations.
8. Demonstrated capability to be a self-starter, facilitator, organizer and innovator.
9. Ability to plan and implement projects with little supervision and must be able to work independently.
10. Ability to operate a personal computer, work processing and data base software, copy machine, and answer telephone.
11. Valid Minnesota driver’s license with a good driving history.
12. Must be in good physical and mental health with no allergies that may be aggravated by exposure to animals.
13. Ability to lift 50 pounds.

WORKING CONDITIONS

1. 10-hour work week, including weekends and evenings as scheduled. Hours are subject to change pending agreement between the shelter manager and the SCHS board.
2. Compliance with SCHS Standard Operating Procedures.
3. Frequent contact with the public in a fast-paced and changing work environment that at times may be stressful or emotionally charged.
4. Exposure to dead, sick, injured, unruly, vicious and/or dangerous and intermittent exposure to parasites and infectious diseases.
5. Willingness to attend training programs and to upgrade skills as needed.

THE SCHS RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Schedule

    Wednesday - 4:00 -6:00 PM

    Thursday - 4:00 - 6:00 PM

    Friday 4:00- 6:00 PM

Every other Saturday 9:00 AM - 1:00 PM

(On the non working Saturday it is anticipated that tentatively that the shelter manager would be at the shelter Tuesday from 9:00 AM - 1:00 PM)

Pay - it is anticipated the hourly pay would be $10.00 and hour - this may be increased if grant or other funding sources allow.