

Animal Care Manager - Full time  
\$13.00 per hour (salary commensurate with experience)

### **ESSENTIAL JOB FUNCTIONS**

- Maintain accurate inventory in PetPoint, work to shorten length of stay
- Train and oversee animal care staff and see that they train community service workers and volunteers
- Train and oversee the adoption staff and all adoption processes, including retail and website happy tail photos
- Oversee foster program, ensuring that animals who need extra care are placed with qualified foster parents and that proper follow up is performed
- Have daily discussions with animal care staff and identify animal's needs. Ensure that animals move through the shelter quickly and safely
- Coordinate with other organizations for animals to be transferred in or out
- Ensure that animals have flattering photographs and are placed on sites such as Pet Finder, Adopt A Pet and Petango
- Assist Executive Direction in preparation of budget regarding animal care
- Manage outreach events including coordinating events and needed supplies, leading the outreach team, ensuring safe delivery of animals to events and that the adoption process is followed when adopting animals offsite
- Exemplify and promote a positive image of the organization
- Follow all safety rules and ensure that staff is trained to follow them as well

### **ADDITIONAL JOB FUNCTIONS**

- Conduct special projects as requested by Executive Director/Board
- Inventory of supplies needed. Ensures donated supplies are distributed
- Assist Development Coordinator with media relations, including writing newspaper articles and publishing content on Facebook
- Perform euthanasia as needed
- May be required to work weekends and holidays or provide coverage for an absent coworker.
- Will be required to work during emergencies and disasters.
- Perform other related duties as required.

## **MINIMUM QUALIFICATIONS**

- Extensive shelter operational experience, including management and animal behavior experience.
- Sound grasp of the philosophy and principles of non-profit and animal issues
- Familiarity with shelter operational software for animal tracking, etc.
- Ability to represent FHS superbly, both in person and through written communications
- Ability to work effectively with and supervise a diverse group of people
- Solid team building and organization skills
- Ability to multi-task, prioritize and work in a fast paced environment while maintaining a calm demeanor
- Excellent communications and customer service skills
- Must be physically able to lift. Must be able crouch and bend.
- Must be able to walk and stand for periods of time.
- Knowledge of disinfecting methods and the use and care equipment
- Ability to appropriately handle and restrain animals
- Must know how to determine sex and age of animal and identify common breeds
- Must know basic veterinary terminology and recognize abnormal conditions
- Must not be allergic to dogs and cats.
- Must be at least 18 years of age.
- High school diploma or GED, with two years of experience in working with animals, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the job.
- Must possess and maintain valid State of Florida driver's license with an insurable record.