



Job Description (updated 6/8/17)

Job Title	Shelter Manager
Department(s)	Shelter
Job Classification	Full-time, salary, exempt
Job Relationships	Reports to Executive Director Works alongside senior staff members Oversees shelter employees

Position Summary

Responsible for the ensuring that the daily shelter operations are operating in an efficient manner that aligns with Animal House Rescue & Grooming's goals, objectives and culture. The shelter manager ensures that the animals and clients are being served efficiently by a harmonious group of staff members and volunteers.

Essential Functions

- Carries out daily tasks, follows through on matters and takes appropriate action to deal with occurring situations in order to ensure efficient shelter operations
- Oversees animal care and adoptions
- Ensures organization protocols are followed, updated and implemented
- Write and keep updated departmental SOPs and employee handbook
- Coordinates intakes alongside the Foster Care Coordinator & Asst Shelter Manager
- Maintain positive relationships with transfer partners and review new transfer partner requests
- Coordinates interns and volunteers alongside the Volunteer Coordinator
- Hires and trains shelter employees
- Mitigates and addresses conflicts and performance issues with shelter staff
- Communicate regularly with staff and volunteers
- Coordinates annual staff appreciation event with the Executive Director
- Oversees facility and vehicle maintenance
- Reports monthly on department activities to senior staff
- Report monthly on budget status to the Executive Director
- Attend monthly senior staff meeting and weekly rounds.
- Attends professional meetings and events to promote Animal House
- Inventory and orders departmental supplies

- Cultivate positive relationships with customers, volunteers and co-workers through professional, courteous and educational interactions
- Ensures PACFA Regulations are met
- Promote donation and giving opportunities when appropriate
- Performs additional duties as needed

Qualifications

Education/Experience: Minimum of four years of college or equivalent experience; Minimum of one year supervisory experience

Knowledge: Animal welfare knowledge preferred

Skills: Strong interpersonal, oral and written communication skills; detail oriented and organizational skills; leadership skills; teamwork skills; proficient computer skills

Abilities: Able to work with people from a variety of backgrounds; able to work with animals; able to work as part of a team, across several departments; able to prioritize; ability to work in a high-stress, fast paced environment