

JOB DESCRIPTION – SHELTER MANAGER

**Cat Haven Inc.
Cat Haven Adoption Center**

Reports To: Operations Director
Compensation: Commensurate with experience
Fulltime/Part-Time: Full Time
Benefits: PTO only, no health or retirement benefits

SUMMARY

The Shelter Manager will be responsible for overseeing the operation of the Cat Haven Adoption Center to ensure that a healthy and enriching environment is maintained at all times. They will also assist the Operations Director in matters related to the health of cats and kittens at the Adoption Center, acting in place of the Operations Director in her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recruit, schedule and train daily volunteer caretakers and maintain the daily schedule, filling in when caretakers are unavailable
2. Schedule and train daily volunteer shelter helpers and supervise while on-site
3. Schedule, train and supervise volunteers for Saturday morning cleaning
4. Monitor appearance and condition of the Adoption Center and ensure that all areas are clean and presentable at all times pursuant to Adoption Center Cleaning Schedule
5. Be responsible for building repair and maintenance
 - a. Maintain inventory of building supplies
 - b. Take care of routine maintenance (change air filters, etc.)
 - c. Arrange repair and maintenance for building and equipment as needed
6. Supervise the Animal Care Specialist in the performance of her duties, including daily medical care and cleaning tasks.
7. Act in place of the Operations Director when the Operations Director is not available.

Shared Responsibilities:

1. Answer phone inquiries
2. Assist the Operations Director as requested
3. Assist with adoptions as needed.

SUPERVISORY RESPONSIBILITIES

Coordinate Adoption Center volunteers, arrange for training, monitor performance, and provide ongoing assistance. Supervise Animal Care Specialist. Address complaints and resolve problems in consultation with the Operations Director.

WORK ENVIRONMENT

The Shelter Manager will work at the Cat Haven Adoption Center. Work schedule will include weekends and some time spent after usual business hours.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

1. College or technical degree/certification;
2. Two to four years of animal welfare experience and/or training; or
3. An equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

1. Working knowledge of animal restraint and care techniques.
2. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, veterinarians, and the public.
3. Ability to exercise sound judgment in evaluating situations and in making decisions.
4. Ability to effectively present information to the Operations Director.
5. Ability to master software programs/databases, including PetPoint, Volgistics, and Microsoft Office applications.
6. Ability to operate tools and equipment as required, including: first aid equipment, portable kennels, and cages, hypodermic needles, syringes, electric clipper, office equipment, personal computer.
7. Ability to vaccinate/microchip cats and kittens or willingness to be trained to vaccinate/microchip.

Physical Demands:

1. Employee will frequently be required to stand, walk, sit, stoop, kneel, reach with hands and arms, climb, and balance.
2. Employee must have close vision for computer work, examining animals for injury or parasites, locating a vein for a blood draw, etc.
3. Employee must regularly lift and/or move up to 15 pounds and frequently lift or move up to 50 pounds.

Other:

1. Employee must have own automobile available for occasional use in their job duties and a valid driver's license and proof of insurance.
2. Employee must be willing to use a personal cell phone for photography and to receive phone calls and text messages related to job duties.

Send Resumes To:
rhozhhauser@cathaven.org