

FRIENDS OF THE STOKES SHELTER
JOB DESCRIPTION

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| Job Title: | Animal Division Manager | Location: | FOSS Adoption Center |
| Job Status: | Part-time | Assignment: | Animal Operations |
| Reports to: | General Manager | | |
| Comp: | Salary \$1,120 bi-weekly | Benefits: | None |
| On-call: | \$10 per day | | |
| Work Week: | Tuesday - Thursday, | Business Hours: | 10:00 AM - 6:00 PM |

General Overview:

The Friends of the Stokes Shelter Animal Adoption Center (FOSS) is a non-profit, no-kill center that coordinates primarily with the Stokes County Animal Shelter (Shelter) to accept and care for homeless dogs and cats until new homes can be found for them. While FOSS takes animals primarily from the Stokes County Shelter, animals are not always available. In that case, FOSS may work in the interim with other sources to meet the mission. At FOSS, we believe strongly in the principle of humane treatment for all living things and that all dogs and cats deserve a safe and permanent home. We utilize a variety of methods to promote our animals to give them their very best chance at finding their new family. The goal of FOSS is to decrease the number of homeless dogs and cats in Stokes County by delivering adoption services that exceed community expectations. We also seek to raise awareness of our adoption services and inform residents on appropriate pet care.

Qualifications:

- Required:**
- Associate Degree or equivalent level of job-appropriate experience.
 - Valid NC driver's license and proof of insurance.
 - Animal care experience.
 - Proficiency using computers and computer applications such as Microsoft Office.
 - Experience utilizing various social media platforms.
 - Experience in public relations and serving the public.
- Preferred:**
- Bachelor's degree or equivalent level of job-appropriate experience.
 - Experience working within a non-profit organization.
 - Experience working with animal adoption and/or animal rescue organizations.
 - Successful supervisory experience.

Experience preparing and managing a budget.

Primary Responsibilities:

Under direct supervision of the General Manager, this position provides leadership and management of the Animal Division of the Adoption Center with specific authority over the humane care and treatment of all animals sheltered at FOSS. This includes, but is not limited to, following established feeding and cleaning protocols; supervising cleaning staff and animal care volunteers; handling animal selection and intake, including obvious medical and behavioral issues; administering VOR-approved medications; and maintaining accurate medical records using ShelterLuv or similar software; scheduling and managing meet-and-greets and the adoption process. Providing the Services Division Manager with suggested social media ideas to accomplish adoptions; is involved in community relations and for promoting the FOSS mission. Ensuring adherence to all policies and procedures as set forth by the Board of Directors is essential. Participate in fundraising activities.

Additional Responsibilities:

The Animal Division Manager is expected to have a working knowledge of the duties of the Services Division Manager and will be ready to act in that capacity when necessary and/or when directed by the General Manager. This position is responsible to work as a team with the Services Division Manager during emergencies or other incidents requiring immediate response.

Essential Functions and Job Responsibilities:

1. Build and support a positive relationship with the Stokes County Animal Shelter and other government officials.
2. Ensure compliance with all local, state, and federal regulatory and licensing requirements as they relate to Animal Division responsibilities.
3. Maintain orderliness and appropriate sanitation of the Animal Division spaces, including kennels, floors, play yards, etc, and associated storage spaces.
4. Ensure that maintenance needs of Animal Division spaces (dog and cat kennels, gates and fencing, flooring, food storage racks, play yards, etc) receive timely attention.
5. Assist the Services Division Manager by providing photos and videos of FOSS animals for posting.
6. Assist volunteer coordinators with training of Animal Division volunteers.
7. Report inventory needs for the Animal Division.
8. Schedule and conduct meet-and-greets.
9. Foster and maintain positive relationships with other rescue groups and shelters.
10. Oversee and assist volunteer coordinators with training of Animal Division volunteers.
11. Prepare schedules and duties for Animal Division staff and volunteers.
12. Manage animal intake and adoption decisions.
13. Assist with school programs and community events involving FOSS animals, including the selection of appropriate animals for events.

14. Manage the Animal Division budget, keeping the General Manager and Services Division Manager aware of funding issues.
15. Attend monthly board meetings to report on Animal Division issues.
16. Attend staff meetings to ensure operational effectiveness and divisional continuity.
17. Follow all policies, protocols, and directives of the Board and the Vet-of-Record.
18. Additional duties as may be assigned by the board.

Physical Requirements:

Must be able to:

1. Communicate clearly in person, by telephone, or other electronic means.
2. Lift up to 60 pounds without assistance.
3. Maintain regular and punctual attendance.
4. Read written documents and see a computer screen clearly with or without corrective lenses.
5. Maintain a professional appearance.