

ANIMAL SHELTER SUPERVISOR

Utilities | Animal Shelter



SUMMARY

Oversee daily operations of the TPCG Animal Shelter, including planning, coordinating, administering, and assisting with evaluation processes, procedures, systems, standards, employees, and/or services. Oversee shelter staff to ensure proper protocols and procedures are followed to provide compassionate, attentive, and optimal care for all animals and customers. Oversee adoption, volunteer, rescue, transport, medical, and foster programs.

JOB OVERVIEW

Starting Pay

\$19.41 - \$24.92 per hour

Schedule

Monday- Friday

Work extra hours as needed during a normal week, weekends, and holidays.

Shift

8 a.m. - 5 p.m.

LOCATION

Animal Shelter Facility

REPORTS TO

Animal Shelter Manager

PHYSICAL DEMANDS

- Lift up to 50 lbs. (medium)
- Bend and stretch to inspect/disinfect cages and mop floors

WORK ENVIRONMENT

- Daily exposure to noise, disease, and odorous conditions
- Direct exposure to animals
- Frequent interactions with members of the public

EMERGENCY EVENTS

Required to work during emergency events.

ESSENTIAL FUNCTIONS

1. Delegate and supervise animal care, customer service, medical team, and volunteers.
2. Review daily animal inventory report and oversee the routing of animals based on their health, disposition, and behavior. Make appropriate recommendations to the shelter manager.
3. Perform weekly inventory of supplies, food, etc.
4. Train staff on proper protocols and procedures.
5. Assist with conducting employee performance evaluations and disciplinary sessions.
6. Oversee the administration of medical treatments ordered by the veterinarian.
7. Coordinate the maintenance and repair of the building as needed.
8. Make budgetary allocation recommendations to shelter manager.
9. Manage the shelter's social media pages.
10. Manage the transportation program to ensure all guidelines are followed and animals are given positive outcomes through this route.
11. Properly clean, sanitize, feed, and provide water to impounded animals as needed.
12. Administer vaccinations and medications to animals as needed.
13. Assist in the euthanasia process as needed.
14. Assist with intakes, adoptions, public inquiries, phone calls, etc.
15. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Learn and practice all applicable safety rules and regulations.
2. Ability to treat the public with courtesy and understanding in a sensitive environment.
3. Ability to read and write sufficiently to understand and carry out moderately complex instructions.
4. Possess intermediate computer skills.
5. Develop and maintain good knowledge of the work area and assigned equipment.
6. Must not have a fear of handling animals.
7. Ability to perform tasks without direct supervision, work independently, and display solid judgement, problem solving, and decision making.
8. Ability to evacuate to parish-designated location to care for animals during a disaster.

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EDUCATION, EXPERIENCE, AND LICENSES

1. At least six months of education/training beyond high school equivalency. Education in an animal-related field and business administration preferred.
2. Possess professional animal care/handling knowledge and skills.
3. At least one year of supervisory experience preferred.
4. Must certify and maintain certification for animal euthanasia via injection.
5. Possess and maintain a valid Louisiana driver's license.

EQUIPMENT USED

Computer, software, printer/scanner, fax machine, multi-line phone, pickup truck, control poles, cat tongs, bite stick, small tools, etc.



Questions? No problem! Email us at
employment@tpcg.org.