



Director of Animal Care

Department: Administration

FLSA Status: Non-Exempt

Job Type: Regular

Positions Supervised: Animal Care Attendants

Job Status: Full Time

Reports To: Executive Director

Amount of Travel Required: None

Work Schedule: Varies

Position Summary:

This position is responsible for overseeing the Animal Care Department and ensuring that animals under the care of the shelter are adequately fed, exercised, and their cages, runs, and outside yards are appropriately cleaned, as well as any medical or behavioral concerns are brought to the attention of the directors of the respective areas. The Animal Care Director will ensure that all SASF feeding, cleaning, and behavior protocols are followed, and that the Animal Care staff is appropriately trained in these areas. This position will work closely with the Director of Adoptions and Director of Training to manage the intake of animals to plan for their appropriate housing. This position reports to the Executive Director.

Responsibilities & Duties:

- Prepares schedules for Animal Care Attendants.
- Keeps track of vacation, sick, and personal days for Animal Care Attendant employees.
- Monitors staff arrival on time at 8:00 a.m. and in proper attire for work.
- Oversees Community Service workers when Shelter Maintenance Coordinator is not on site.
- Ensures all Kennel Protocols listed on job descriptions of Animal Care Attendants are followed.
- Make sure that Animal Care Attendants are assisting with laundry and dishes, especially in the absence of community service, or shelter maintenance coordinator.
- Administer meds in absence of vet assistant and will make sure any medical concerns are brought to the attention of the medical department.
- Oversees kennel placement with the advice of the Senior Medical Director and Director of Training when animals are both medically and behaviorally cleared.
- Orders food and animal supplies weekly.
- Maintains and keeps up with repairs of two-way radios.
- Temporarily orders soda, water, chemicals and cleaning supplies, and other needs for the shelter until the Shelter Maintenance Coordinator can take over.
- Spends a minimum of 20 hours a month in the Training Department.



Experience & Requirements (Contd):

- Observes animals to detect signs of illness, disease, or injury.
- Reports signs of illness, disease, injury, unusual conditions, or abnormal behavior of any shelter animal immediately to the medical department, and/or medical board along with your immediate supervisor or in the event he or she is not here going to the director that is in the building.
- Take charge and/or handle animals as required and to restrain hard to control animals.
- Walk dogs several times a day to provide exercise and time for elimination of bowels and bladder.
- Release animals to their owners as directed by the Front Desk Personnel, Animal Care Director, Director of Animal Services, or Executive Director.
- Assists with the day-to-day chores of the shelter. This may include but is not limited to unpacking and stocking of shelter supplies, laundry, dishes, taking out the garbage, perform general cleaning of all shelter areas and outside play areas. This is especially important when there are no Community Service, Volunteers, or a Shelter Maintenance Coordinator.
- Patrols and maintains shelter grounds daily. Necessary to clean up after our animals given that we share this park area with the community. All stool material and any garbage on our property must be picked up and removed to the nearest waste receptacle.
- Works with Trainers to gain basic handling skills, and training techniques.
- May need at times to participate or attend SASF events during and after scheduled working hours.
- Maintains or replaces g signage when needed or instructed.
- Other related duties.

Full benefits, including medical, dental, vision, PTO and holidays after 60 days of employment. Salary based on experience. Hours may require working on weekends and holidays. All are encouraged to apply. Visit our website at sasf.org.

Please send Cover Letter & Resume to Beatrix Parash at bparash@sasf.org