Pet Allies, Inc.  
  
JOB DESCRIPTION  
Title: Shelter Assistant Manager  
Reports to: Shelter Manager  
Exempt Status: Non-exempt  
  
PURPOSE OF THE JOB  
To ensure the well-being of all animals cared for by Pet Allies (PA). To serve as the liaison between animal caregivers and the Shelter Manager. To maintain a commitment to the philosophies and policies of PA in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission of PA.  
  
JOB RESPONSIBILITIES  
♣ Assist with establishing and maintaining policy and procedure for animal care housing, husbandry, exercise, socialization, and medication administration according to industry and PA standards for animals under the care of PA.  
♣ Assist with maintaining accurate paperwork including but not limited to medical records, adoptions, strays, surrenders, wildlife, and euthanasia including both manual and electronic record keeping.  
♣ Provide guidance and directive to animal care staff in the absence of the Shelter Manager.  
♣ Assist with surgery schedule including selection of animals and coordinating schedule with veterinarians, staff, and volunteers.  
♣ Assist with foster program coordination including but not limited to being a case worker, coordinating foster animals leaving/returning to PA, ensuring medical care is received as needed, scheduling vet appointments, and assisting with foster orientation.  
♣ Assist with maintaining the inventory and ordering of animal housing/husbandry and medical care supplies.  
♣ Work with behavior staff in the evaluation of health and behavior of animals and determine appropriate paths to disposition.  
♣ Assist with coordinating the transfer of animals to/from Rescue and Shelter Partners with consideration for individual animal needs, medical and behavior considerations, adoption trends, and kennel space.  
♣ Obtain with PA help and Maintain Certified Euthanasia Technician certification and perform euthanasia services; assist with training staff certified to perform euthanasia; inventory/order euthanasia drugs; maintain applicable euthanasia records and license applications.   
♣ Assist with processing adoption applications and the communication and follow-up for adoption matches, non-matches, and denials, in conjunction with the Customer Relations Manager.  
♣ Assist with providing pre-surrender counseling to insure customers’ understanding of EBHS services and alternatives to surrender.  
♣ Assist with providing feline behavior problem counseling to cat owners (both adopters and the general public.)  
♣ Participate in organizational committee initiatives.  
♣ Assist with providing support to the Community Outreach and Volunteer Coordinator in the supervision of animal care volunteers.  
♣ Assist with maintaining fire extinguishers and Safety Data Sheets (SDS).  
♣ Act as Animal Caregiver, Adoption Counselor, Animal Control field officer, and Customer Relations Associate, as needed.  
♣ Participate in rotational pager duty as required to include capture, pick-up, and transport of domestic and wild animals.  
♣ All other duties as assigned.  
  
  
QUALIFICATIONS  
♣ Technical degree conducive with supporting the responsibilities of this position.  
♣ Minimum of two years’ experience in an animal related field, i.e. humane society, veterinary clinic.  
♣ Previous supervisory experience preferred.  
♣ Euthanasia Certification or ability to obtain certification or willingness to do so.  
♣ Professional public image.  
♣ Able to work with minimal supervision.  
♣ Experienced animal handling skills.  
♣ Proven customer service skills.  
♣ Computer literate and ability to operate office equipment.  
♣ Excellent oral, written, and organizational skills with attention to detail.  
♣ Able to work flexible hours, which will. include evenings, weekends, and holidays.  
♣ Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.  
♣ Valid Driver’s License.  
♣ Passion for issues relating to animal welfare.  
  
WORK ENVIRONMENT  
♣ Physical demands include:  
o lifting and moving animals and cages.  
o administering dangerous and lethal drugs.  
o frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.  
♣ Working conditions include:  
o possible exposure to dangerous, diseased, frightened, and injured animals.  
o possible exposure to potentially harmful chemicals and drugs.  
o working with strong cleaning agents on wet surfaces.  
o indoor and outdoor work in all weather conditions.  
♣ Emotional demands include:  
o euthanasia.  
o animal abuse.  
o animal neglect.  
  
Hourly work, three 10 hour days, wage based on experience.  
  
Pet Allies is an Equal Opportunity Employer.

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