

Order Number:

NY1498394

Date Job Order Received:

05/07/2024

Number of Openings:

1

Company Name:

Lewis County Humane Society

Job Title:

Shelter Manager

Minimum Experience Required:

2 years

Job Description:

Lewis County Humane Society is seeking a highly reliable, personable, and detail-oriented individual to join our team as a Shelter Manager. This unique role plays a vital part in our mission to protect animals and engage with our community. You'll be responsible for managing shelter operations to include all shelter staff. If you are a compassionate, organized, and community-focused individual, we invite you to be a part of our team. Responsibilities: Manage the overall operation of the animal shelter, including staff/volunteer supervision, animal care, and facility maintenance. Perform duties of subordinate staff on a regular basis. Create and oversee different programs to promote animal welfare and behavior, adoption, community outreach, and fundraising. Hire, train staff, and perform staff/volunteer evaluations. Ensure proper handling, feeding, and medical care for all animals in the shelter. Present and maintain a constant positive and professional presence on social media to advertise animals and educate the community. Maintain accurate records of animal intake, adoptions, and medical treatments. Coordinate with veterinarians and other professionals to ensure the health and well-being of animals. Monitor and purchase food, general supplies, vaccines, medications, and veterinary supplies as need. Handle public inquiries, resolve complaints, and maintain positive relationships with volunteers and stakeholders. Ensure compliance with local/state/federal government contracts and laws. Qualifications: Associate's degree required, bachelor's degree preferred. Previous experience in a similar role and/or field will be considered in lieu of education. Previous experience in a management position preferred. Experience working with animals in a shelter and/or medical setting preferred. Excellent communication, interpersonal and conflict management skills. Strong organizational and time management abilities. Ability to supervise and work as part of a team. Passion for the mission of Lewis County Humane Society. Proficiency in Shelter Management Software is a plus. Flexibility to work some evenings and weekends. Ability to lift 50 pounds, work in all climates, and handle a highly physical position dealing with strong dogs on a daily basis.

Job Location:

Glenfield, New York

Pay:

\$19.00 - \$21.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Work days vary

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Zehr, Amber (315) 376-8349

Email: lewiscountyhumanesociety@gmail.com

Web-site: <https://www.indeed.com/job/shelter-manager-afbc4fb2bab43232>