

JOB DESCRIPTION

This position is responsible for the efficient day to day operations of CARES Cat Shelter & PetSmart Adoption Center. Duties include, but is not limited to:

- ◆ Effect and supervise Volunteers in the intake process of cats in accordance with CARES policy of Intake (to be developed) and keep accurate records of same and of funds received.
- ◆ Effect and supervise Volunteers in the adoption process ensuring cats are adopted out in accordance with CARES policy of Adoptions (to be developed) and keep accurate records of same and of funds received.
- ◆ Effect the fostering of cats ensuring the cats are fostered in accordance with CARES policy of Fostering (to be developed) and keep accurate records of same.
- ◆ Participate in and supervise Shelter Assistant & Volunteers in daily cleaning & disinfection of all runs, trailer and PetSmart Adoption Center ensuring that all areas , including exterior, are always kept in a safe & sanitary condition.
- ◆ Participate in and supervise Shelter Assistant & Volunteers in daily feeding of cats ensuring that all animals are given the correct food and water and volume of food required.
- ◆ Participate in and supervise Shelter Assistant & Volunteers in daily grooming of cats including nail trimmings, cleaning and brushing.
- ◆ Identify cats requiring medical aid, make appointments with Veterinarian as needed and transport or supervise transport of cats to and from Veterinarian as well as monitoring of costs ensuring expenditures are kept within budget.
- ◆ Monitor, evaluate and keep records of all cats at the shelter in accordance with CARES adoption policy including assessment of cat's suitability for adoptions as well as identify, choose and transport or supervise transport of cats to the PetSmart Adoption Center.
- ◆ Administering of daily medications (as directed by a Veterinarian if required) and first aid, monitoring of sick, quarantined and injured cats as well as instruct and supervise Shelter Assistant and Volunteers of same.
- ◆ Keep inventory, order, receive, shop for and store cat food, litter, medications and other supplies in a safe, secure and sanitary manner and ensure that all expenditures are kept within budget and that records are kept in a timely and accurate manner.
- ◆ Identify cats and make recommendation to the Euthanasia Committee regarding cats that should be euthanized.
- ◆ Communicate with the public and train & supervise Shelter Assistant and Volunteers in same ensuring that the public is treated in a professional, friendly and ethical manner.
- ◆ Communicate with PetSmart Management & their staff and Veterinarians & their staff in a professional, friendly and ethical manner ensuring a mutual beneficial relationship.
- ◆ Keep accurate and timely records of all transactions relating to the daily operation of the Shelter including records of Volunteers and Shelter Assistant.

- ◆ Keep accurate and timely records of all cats including tattoo logs
- ◆ Train and supervise Shelter Assistant and Volunteers for shelter duties, “Kitty Kissers”, Adoptions and medication administration in a friendly & professional manner and make recommendation to the Board for any disciplinary actions.
- ◆ Schedule and communicate with Shelter Assistant and Volunteers for shelter duties, “Kitty Kissers”, Adoptions and medication administration in a friendly & professional manner ensuring all duties are carried out.
- ◆ Liaise with other shelter groups ensuring a good working relationship.
- ◆ Make recommendation to Board for any change in policies and procedures.
- ◆ Keep accurate records of cats, Volunteers and Shelter Assistant as required by the Board
- ◆ Assist with fund raising events and attend Board & Committee meetings as requested by the Board.
- ◆ Perform other duties as required by the Board.

SKILLS REQUIRED:

- ◆ A combination of training, education, and experience that would provide the required knowledge and abilities as listed above.
- ◆ Previous experience working and or volunteering at a cat shelter.
- ◆ Working knowledge of animal care techniques.
- ◆ Supervisory skills working with Volunteers & Staff
- ◆ Accurate record keeping.
- ◆ Conflict resolution skills in handling disputes or complaints from the public, volunteers and other staff and work effectively and professionally with irate, emotional, and demanding persons.
- ◆ Ability to work on own with minimal supervision

PHYSICAL DEMANDS:

- ◆ The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job including heavy lifting. This is a “hands-on” position.

OTHER REQUIREMENTS:

- ◆ Must have clean driver’s license (abstract to be submitted)
- ◆ Must have own reliable transportation.

REPORTS TO:

CARES Board of Directors. The Board may from time to time appoint a Board member as direct supervisor of employee.

As this is a newly created position, the job description may change at the discretion of the Board.