

# Franklin County Animal Rescue

30 Sunset Meadows St. Albans VT 05478 | 802 524-9650 | [franklincountyanimalrescue.org](http://franklincountyanimalrescue.org)  
Founded in 1964 – the only humane society in 877 square miles of northwest Vermont



## Job Title: Shelter Manager

**Reports to:** Executive Director

**Directly Supervises:** Shelter Team Members, Shelter Volunteers

### Purpose of Position:

The Shelter Manager is a highly motivated, process and procedure-oriented manager committed to the mission, values, goals, and success from Franklin County Animal Rescue. The Shelter Manager provides leadership and oversight to ensure that the shelter is operating as effectively as possible and that animals are cared for optimally.

The Shelter Manager is responsible for learning, implementing and communicating best practices in animal management and helping to craft a better future for animals and our community. The Shelter Manager works closely with the Shelter Veterinarian to ensure protocols are being followed and care of animals is held to the highest standards, including providing and maintaining a safe, sanitary, humane atmosphere for all the shelter's animals and employees.

The main focus of the time breakdown; Public Relations, Adoption Support, Manager (15%)  
Acting as the on-site manager during public hours, assisting with adoptions and supporting desk staff as needed. Ensuring shelter follows guidelines and controlling animal populations  
Training (50%): Cleaning protocols, Behavioral evaluation/training, Safe handling of fractious animals, Vaccination administration, Sample collection, Body condition evaluations, Biweekly meetings, monthly safety meetings, and staff reviews  
Veterinary Technician Duties (35%): Entry exams, preparing the surgery room and cleaning vet packs, breaking down/resetting vet day room, implementing prescribed medical treatments, Aiding in clinics and surgeries

### Responsibilities include:

- Ensure the health, cleanliness and safety of animals and the facility.
- Make individual animal handling, care, transportation and medical decisions as needed and according to FCAR policy.
- Monitor the health of animals and report issues to the shelter veterinarian. Triage urgent situations as needed.
- Monitor available space in the shelter and organize/schedule intake appointments. Coordinate third party housing.
- Facilitate and implement animal enrichment programs.
- Oversee administration of medications/vaccinations as directed and prescribed by the veterinarian and timely med sheet completion.
- Oversee and implement ordering of medical supplies and other shelter supplies in partnership with the Operations Manager and within budgetary limitations. Maintain an accurate inventory of medical equipment and supplies.
- Assist shelter veterinarian with spay/neuter surgeries and other medical needs.
- Facilitate staff training related to animal care and cleaning.
- Keep all animal records up to date and ensure timely input into database.
- Work with the Executive Director to determine and document appropriate policies and procedures.
- Perform regular operational efficacy assessments in partnership with the Executive Director, and design and implement quality improvement plans.
- Submit a monthly report to the Executive Director one week prior to board meetings. Attend monthly board meetings.
- Manage the medical needs of fosters.
- Participate in staff meetings as appropriate.

- Monitor staff communications with the public via the shelters phone, social media and email contacts.

**PERIPHERAL DUTIES:** Other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

- Three years of direct animal care experience in a rescue or shelter.
- Two years of direct veterinarian medical care to be in shelter point person to vet and to aid surgeries/procedures at the shelter as the veterinarian needs
- One year of hands on experience and working knowledge of shelter medicine and animal rescue level care and processes
- Experience in medical administration and protocols.
- Experience working with volunteers, veterinary medicine professionals and others in a multi-disciplinary organization.
- Outstanding organizational and leadership abilities.
- Excellent interpersonal and public speaking skills.
- Aptitude in decision-making and problem-solving.
- Ability to articulate the mission and philosophy of Franklin County Animal Rescue and maintain a working knowledge of priority campaigns and programs.
- Regular travel as well as evening and weekend hours are required consistent with a front-line fundraising role.

**SUPERVISION EXERCISED:** Animal care staff. Volunteer coordinator. Other staff as assigned.

**POSITION TYPE / EXPECTED HOURS OF WORK:** This position regularly requires long hours and weekend work.

**TRAVEL:** Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires extensive travel.

The job requires significant physical exertion. While performing the duties of this job, the employee is required to work with, lift and move animals; clean cages and other parts of the shelter; touch, manage and move medical instruments, supplies and equipment; and do other physical tasks. The employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderately loud; when on travel, variable. This job operates in both a office environment, active rescue organization and a medical clinic with animals and members of the public onsite. This role routinely uses standard office equipment such as computers and phones.

**EMPLOYMENT DISCLAIMER:** *This job description is not a contract - management reserves the right to change its contents at any time. The Franklin County Animal Rescue complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the*

*basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. The Franklin County Animal Rescue is an Equal Opportunity Employer.*