



JOB DESCRIPTION ANIMAL CARE SUPERVISOR

REPORTS TO: Animal Care and Facilities Manager (ACFM))

SUPERVISES: Animal Care Technicians (ACTs), Volunteers

SUMMARY: PAWS Humane utilizes two Animal Care Supervisors (ACS) to maintain seven day a week coverage in the animal holding areas. They work as part of the team, which includes the Animal Care & Facilities Manager, ACTs, and volunteers to perform morning cleaning and provide animal enrichment. They are responsible for monitoring physical and behavioral health and alerting the veterinary clinic to any concerns that may arise. ACSs are responsible for creating a high performance team, implementing and maintaining procedures which optimize the care and comfort of our animals.

RESPONSIBILITIES

Supervisory:

- Model the behavior you want from your direct reports. This includes, but is not limited to, reporting to work on time, excellent attendance, reliability, the willingness to do any task, participation in group training, respect for co-workers, empathy for the animals under your care.
- Directly train and monitor work quality of ACTs in carrying out their job duties. Work closely with ACFM to provide a 90 day and annual performance evaluations for ACTs as well as writing and delivering any corrective action reports (all to be reviewed by CEO prior to meeting with employee).
- Ensure adherence to OSHA standards, PAWS Humane policies & procedures, state laws relating to animal care, bite/scratch reporting, etc. Report any areas of noncompliance to ACFM or CEO.
- Volunteers are an integral part of PAWS Humane. ACSs are expected to create a welcoming environment that recognizes the significant contribution of volunteers. S/he will encourage both volunteers and community service workers to function as a member of the animal care team. ACS will actively help to recruit, train, and retain volunteers who are dependable and high functioning. S/he will help identify tasks that are appropriate for volunteers and identify new needs as they arise.

Animal Care:

- ACS will ensure proper sanitation and animal handling protocols are followed and that staff members maintain a watchful eye on all animals on the adoption floor, reporting any concerns in a timely manner.
- ACS will work with adoption manager and behaviorist to help identify dogs that would benefit from specialized training or those in need of other interventions. They are responsible for implementing enrichment plans outlined by behaviorist.

- Supervisors may be asked to participate in Length of Stay review meetings, offering their insight on specific animals and any issues that may hinder a successful outcome.
- ACS will ensure that dogs are rotated throughout the day to get exercise and fresh air. They will ensure that housetrained dogs are identified and allowed sufficient opportunity to relieve themselves outdoors.

Other:

- Be respectful of fellow staff members and the various departments and disciplines that make up PAWS Humane. In addition, maintain respect and work cooperatively with all organizations and individual members of the animal welfare community.
- This job, like all jobs, may evolve over time. PAWS Employees are expected to maintain a willingness to perform other duties as assigned.

QUALIFICATIONS:

- Supervisory experience is desirable.
- Experience in animal care, sanitation, or operations a plus.
- Must have a valid driver's license and be cleared to drive a PAWS Humane vehicle.
- Must be able to perform fast-paced, physically strenuous labor.
- Must be able to lift a minimum of 50 pounds.

Print Name

Signature

Date