



JOB DESCRIPTION

Job Title:	Animal Care Coordinator
Department:	Shelter
Classification:	Full time, non-exempt
Job Relationship:	Reports to Animal Care Supervisor. Oversees and advises Animal Care Leads, Animal Care Technicians, and assigned volunteers.
Position Summary:	Responsible for coordinating the provision of daily animal care and optimal animal flow per protocol and ensuring adequate personnel coverage for efficient and effective daily operations. Oversees daily kennel operations and the personnel who support this function to ensure quality of service and performance meets the standards and goals of the APL.
Revised:	November 30, 2010

Essential Job Functions:

Oversees care of animals & ensures optimal animal treatment and flow in the shelter

- Responsible for ensuring an optimal standard of care (i.e. cage cleanliness, food, water, enrichment, sanitation, and safety) is provided to all animals sheltered at the APL.
- Actively monitors the shelter population for health and behavior issues and optimal flow. Alerts supervisor to potential population crises, disease epidemics, or other factors that may compromise the APL's goal of continually increasing our live release rate. Plays integral role in assessment and isolation of animals during infectious disease outbreaks.
- Evaluates animals on a daily basis and makes recommendation for final disposition of the animals: adoption, foster care, medical care, transfer and euthanasia.
- Actively monitors animals' status and length of stay in stage and communicates with necessary departments to ensure animals progress through shelter as quickly as possible.
- Oversees and maintains the data integrity of animal records and ensures records are updated promptly and kennel inventory is accurate.
- Ensures animals housed under quarantine are handled in line with internal and state requirements.
- Provides input in euthanasia decisions. Performs euthanasia. Assists training staff for euth certification.

Oversees animal care personnel (staff and volunteers) & coordinates work assignments

- Models "Compassion" core value behavior: Treats animals & people with respect, empathy, and kindness. Listens and responds to the needs of people who surrender animals to us, use our programs and services, support us, work and volunteer for us, and to other animal welfare organizations that turn to us for help.
- Acts as advisor to subordinates (i.e. animal care leads and animal care technicians) to meet scheduling needs and/or resolve conflicts. Directly oversees daily work assignments of Animal Care Leads and Technicians and ensures completion of work as assigned. Alerts supervisor about any performance or attendance concerns.
- Maintains scheduling for Animal Care Department; schedule staff to ensure adequate coverage.
- Orients new staff and ensures all staff is trained and coached to a level necessary to achieve the APL's mission and goals. Coaches staff by providing regular, ongoing feedback and training.
- Provides input to Animal Care Supervisor to resolve staff personnel issues and complete performance evaluations.
- Promotes communication and cooperation between APL departments.

- Evaluates volunteer progress; works with volunteer coordinator to address performance concerns and mediate conflicts between staff and volunteers.
- Promotes integration and utilization of volunteers; recruits and trains volunteers to assist department.

Job Description – Animal Care Coordinator (cont.)

- Ensures policies and procedures are being followed.
- Monitors safety compliance of staff and volunteers.
- Performs the duties of Animal Care Lead or Technician when necessary.

Ensures animal areas, equipment, and supplies are maintained to provide safe, productive, high quality animal care and a safe and productive workplace for personnel

- Creates purchase orders for all equipment, supplies and materials for department.
- Responsible for working in cooperation with the Facilities Coordinator to monitor and maintain cleaning equipment, tools and appliances.

Performs other duties as assigned including but not limited to:

- Maintains necessary records and generates reports as requested by the Animal Care Supervisor.
- Informs supervisor of special needs cases for potential public relations or direct mail pieces.
- Opens and closes shelter as needed.
- Performs other duties and special projects as assigned.

Qualifications

- High School diploma or equivalent
- Minimum one year supervisory experience strongly preferred
- Prior experience in animal behavior, health, handling, and care in the shelter environment
- Certified euthanasia technician or ability to become certified within six months of hire

Knowledge and Skills

- Ability to work in a fast-paced environment with a variety of people
- Knowledge of animal care and infectious disease control
- Ability to safely handle animals, including those with health and behavioral challenges
- Ability to work with a computer in a Windows environment
- Excellent communication and leadership skills, to include the ability to effectively handle and diffuse high-stress and emotionally charged situations
- Detail oriented and able to prioritize and perform duties efficiently and effectively
- Committed to maintaining the Cleveland Animal Protective League's high standard of animal care and mission to foster compassion and end animal suffering.

Working Conditions

Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and cleaning agents. Subject to animal bites and scratches. Needs to frequently move about the shelter to oversee staff members and the care provided to our shelter animals. Occasionally operates a computer and other office equipment (i.e. calculator, copier, and printer). Frequently positions self to handle animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Occasionally positions self to perform shelter and animal cleaning functions. Constantly communicates with staff members and volunteers who have inquiries about their job responsibilities and animal needs and must be able to exchange accurate information in these situations. Must be able to detect and recognize animal behavior that is potentially dangerous. Occasionally moves animals weighing up to 50 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, into and out of shelter vehicles, onto and off of exam tables). Must be able to modify work schedule to meet APL operational needs.