



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Shelter Manager		
EMPLOYEE NAME	Vacant		
FLSA STATUS	Exempt / Salaried	SALARY LEVEL	\$28,000 - \$34,000 per year
STATUS	Full Time	LOCATION	Marquette County
REPORTS TO	Executive Director		

POSITION SUMMARY: The Shelter Manager is responsible for overseeing and managing the care of all UPAWS sheltered animals. The Shelter Manager must demonstrate compassion for all animals and have an understanding of the No-Kill movement as it is defined nationally. The position must demonstrate use of independent judgment in all aspects of the care of animals and efficient operations of the animal shelter, including determining need for veterinary services, special needs of animals, grooming, maintenance of the shelter equipment, facilities and grounds, and vehicle maintenance.

EDUCATIONAL AND QUALIFICATION REQUIREMENTS: Certified Veterinary Technician or minimum two year post secondary education. Must have compassion and concern for the humane treatment and care of animals and have a clear understanding and commitment to UPAWS Mission and Vision. Must possess strong interpersonal and communication skills (both oral and written) and the ability to work effectively with a wide range of constituencies in a diverse community. Knowledge of the fiscal management principles and practices in preparation of budget formulation and financial reports. Ability to establish priorities, maintain confidentiality, and work in collaboration with the Executive Director, staff, the community and outside organizations. Preferred experience in personnel management and operating as a team. Must have previous animal handling experience and skills. Prefer office management experience and knowledge/skills, detail oriented, demonstrate positive customer service skills. Possess a valid Michigan driver's license, and be deemed an acceptable risk by the insurance carrier.

ADDITIONAL SKILLS AND ABILITIES: Practical knowledge of animal welfare program systems and practices. Ability to positively motivate and develop staff and volunteers and build consensus. Ability and emotional capability to make decisions regarding euthanasia. Competence in preparing and reading fecal samples and ability to draw blood safely and humanely. Knowledge of common animal shelter cleaning procedures and Knowledge of basic medical terminology, general pet first aid, animal health assessments and behavior modification training procedures.

ESSENTIAL DUTIES include the following; other related duties may be assigned by the Executive Director:

- Oversee shelter operations including; admissions and adoptions of animals per UPAWS policies, implementing Spay Day events, maintaining lost and found files and ensuring appropriate advertising, maintaining the confidentiality of shelter records and information and overseeing animal neglect/cruelty investigations.
- Maintain open, positive communication and relationships with the Board of Directors, Executive Director, staff, volunteers and the community at large.
- Oversee all social media and website information in collaboration with the Volunteer/Community Outreach Coordinator.
- Coordinate with the Executive Director and Shelter staff to maintain accurate animal records and statistics. Maintain accuracy of data within Pet Point database.
- Prepare and submit a monthly written report for the Executive Director regarding shelter operations and make recommendations for change or improvement to operations. Keep the Executive Director apprised of any unusual or noteworthy activities or situations.
- Assist the Board Treasurer and Executive Director in preparing an annual operating budget showing the expected revenue and expenditures as required by the Board of Directors, participate as a key liaison in budget and contract reviews, and exercise budget control over contracts and grants.
- Work with the Executive Director to ensure the shelter operates within budget guidelines, monitor the UPAWS operating budget and recommending adjustments as needed.
- Responsible for billing associated with operations; including payroll oversight, municipal contracts, veterinarian billing, credit cards expenses and medical vouchers. Maintain an appropriate level of inventory and authorize operational purchases as needed.
- Responsible for the supervision and training of UPAWS shelter staff; maintain a work environment that attracts, retains, and motivates a diverse, quality staff who support and promote the mission and goals of UPAWS; serve as a catalyst for effective teamwork among staff.
- Responsible for hiring, performance management (including evaluations and disciplinary action), promoting or demoting, and termination of employees. Includes scheduling employee hours, including on-call rotations with appropriate staff members, and maintaining employee files.
- Ensure compliance with Personnel Policies and Procedures. Ensure coordination among staff and projects by ensuring positive communication, organizing workloads and task distribution, cross training of staff, and enforcement of UPAWS Standard Operating Procedures. Make recommendations for changes to the Executive Director as needed.
- Foster volunteerism at the shelter, maintaining a positive environment and providing

volunteers with information and support. Training, information and support done by Volunteer Coordinator with feedback from Shelter Manager if requested.

- Responsible for Facility Management, including maintaining safe conditions and environment for employees, animals and public and ensuring the security of all animals and the entire shelter facility. Ensure compliance and adherence to all UPAWS policies and procedures and applicable local, state and federal laws and regulations, including safety and permits; ensure strong risk management practices are in place to safeguard staff, animals, facilities and UPAWS reputation.
- Work continually with other animal shelter professionals and organizations to ensure that the highest quality of care may be rendered to the animals in UPAWS care at all times; including ensuring that staff are properly trained in the well-being and humane treatment of all animals.
- Ensure that short and long term strategies are implemented responsibly to reduce intakes, increase adoptions, improve animal care, provide behavior and medical rehabilitation, encourage spaying and neutering, and help pets stay with their responsible caretakers.

SUPERVISION EXERCISED: Animal Caregivers, Veterinary Assistant, Community Outreach and Volunteer Coordinator, Supervisors.

WORK ENVIRONMENT: Working hours vary depending on scheduling of programs and often include evenings, weekends, and holidays in addition to daytime hours. Must be able and willing to work with sick, injured or potentially dangerous animals. Must be able to tolerate loud working conditions and strong odors. Must be physically able to lift heavy objects (in accordance with OSHA).

EQUIPMENT AND MATERIALS USED: Janitorial, safety, office, seasonal tools, medical supplies, UPAWS vehicle, cameras, animal handling gear, chemical disinfectants and cleaners, drugs/vaccines as directed by veterinarian, others as specified.

Updated 06/21/19