



Charlottesville Albemarle SPCA Job Description

Position: Dog Care Lead

Job Status: Exempt

Reports to: Animal Care Manager

Revision Date: 8/4/2022

Summary:

Provides support to the Animal Care Manager by overseeing and coordinating the housing and care of all animals in the custody of the SPCA, ensuring safe and humane care leading to decreased length of stay and increased adoptions.

Essential Duties and Functions:

- Provides oversight for all activities performed by the Animal Care Specialist staff to ensure protocols related to proper care, cleanliness and humane treatment are followed at all times.
- Performs as an Animal Care Specialist when needed.
- Conducts staff training and implements individual staff training plans and continuously strives to improve staff knowledge and efficiency.
- Coordinates the movement of all animals throughout the facility to aid in the reduction of stress and length of stay.
- Updates and maintains accurate animal records in the SPCA database. Data entry should be prompt, objective, and clear.
- Ensures that all animals have pictures and adoption summaries.
- Performs inspections to ensure safety/cleanliness of the work environment is maintained at all times.
- In tandem with clinic staff, conducts weekly rounds to assess well-being of animals in custody.
- Liaises with other department leads respectfully and effectively in order to improve Animal Care operations and knowledge.
- Assists the front desk with adoptions as necessary and matching lost and found reports to animals in our care.
- Assists with marketing and social media by providing pictures and videos of animals.
- Ensures the availability of necessary resources and tools for quality animal care, and maintains both an organized and strategically arranged work space.
- Works cooperatively with all customers, employees, volunteers and vendors.
- Remains positive and mission focused while under stress.
- Assesses supply needs and places orders accordingly with Sam's Club on a weekly basis.
- Assures other various supplies are maintained and ordered as needed.
- Orders pet food for the shelter on a weekly basis and keeps track of inventory.
- Ensures that all vehicles used to transport animals are kept clean, disinfected, and ready for use at any time.
- Cultivates positive internal and external customer relations through professional, courteous, and educational interactions while actively promoting our mission, services, programs and events.
- Ensures a safe work environment; follows all safety guidelines and models safe work practices.
- Ensures that all VDACS animal facility regulations are followed.
- Works cooperatively and respectfully with Animal Care Manager and Animal Care staff.
- Performs other duties as assigned.

Physical Requirements and Work Environment:

- Must be able to lift and transport materials weighing up to 60 pounds.
- Must be able and willing to handle animals effectively and humanely.
- Must have a high level of manual dexterity.
- Must be able to repeatedly bend and squat.
- Must be able to stand for significant periods of time.
- Will have exposure to disinfectant solutions.
- Subject to animal bites and scratches while handling animals.
- Rabies (pre-exposure) inoculations are required or must be waived.
- Must be available to work weekends and holidays on a regular basis.
- Must be in good physical and mental health with no allergic condition, which might be aggravated by exposure to animals.

Qualifications:

- High school graduate or GED equivalent; two years of college preferred.
- Animal care experience required
- Management experience preferred
- Volunteer management experience preferred
- Excellent communications, public relations, supervisory and written skills
- Shows maturity, good judgement, and performs duties in a professional manner.
- Demonstrated capability to be a self-starter, facilitator, organizer and innovator.
- Ability to work independently, and plan and implement projects with little supervision.
- Experience with MS Office, and ability to quickly adapt to new software and systems.
- Valid Virginia Driver's License required; must be comfortable driving all SPCA vehicles, abiding by all traffic laws.