

Job Title: Animal Care Supervisor
Reports to: Shelter Director
Oversees: Animal Care Volunteers



Responsibilities:

- Feed all dogs and administers medications before the shift begins.
- Conduct pre-shift meetings to ensure appropriate handling/care of resident animals and supervise volunteers on animal care shifts.
- Enforce rules and communicate problems to the Shelter Director.
- Help to care for dogs or cats if the care shift is low on volunteers or if they are listed as “staff only.”
- Prepare the Shelter for open hours by ensuring all animal enclosures are clean, the Shelter is tidy and organized, trash is taken out, bathrooms cleaned, windows cleaned, and the front lobby and offices are vacuumed and mopped weekly.
- Ensure that all kennels, cat cages, crates and carriers are deep cleaned and put away in a timely manner.
- Take inventory when time allows.
- Administer medication routinely given to all resident animals including heartworm preventative, flea and tick preventative and de-wormer as instructed by the Shelter Director, when time allows.
- Attend meetings, including Canine Committee meetings, on an as-needed basis.
- Assures the safety of the Scituate Animal Shelter workplace and actively monitors safety for staff, volunteers, adopters, and animals. Follows safety guidelines to ensure a safe work environment.
- Handle any quarantine/staff-only/Canine Committee only animals
- Assist Scituate Animal Control Officer to intake or release stray animals (Including but not limited to: preparing new cages for animals, preparing any necessary documentation, and posting handling instructions.)

Policies & Procedures

- Comply with all current shelter policies & procedures, state, local regulations and laws regarding animal care, handling and adoption
- Comply with all current shelter policies & procedures, state, local regulations and laws regarding human and animal safety and employment
- Comply with legal requirements for handling controlled substances & medication