

Animal Shelter Manager

Darlington County Humane Society

Darlington, SC

\$36,000 a year - Full-time, Exempt

Job details

- Salary: From \$17.25 an hour
- Job Type : Full-Time, Exempt
- Work Location: Darlington County Animal Shelter

Benefits

- Health Insurance
- Paid Time Off

Qualifications

- Valid Driver's License (Required)
- Must be 21 years or older (Required)
- High school or equivalent (Required)
- 1 year Supervisory or Management experience (Required)
- 1 year Experience in animal shelter/welfare (Required)

Full Job Description

The Darlington County Humane Society Animal Shelter Manager manages all aspects of daily operations of the Darlington County Animal Shelter including supervision of the animal population, staff and volunteers, office, customer service, facility safety & maintenance, and all external relationships in compliance with applicable regulations and policies.

The successful candidate will establish shelter operations at the newly constructed shelter (expected completion in 2024) owned by the Darlington County Humane Society near the Hartsville, SC commercial district after transitioning operations from the current Darlington County facility.

Essential Responsibilities

- Directs and monitors all aspects of shelter operations to provide for the constant humane treatment and handling of sheltered animals.
- Supervises the maintenance, cleanliness and sanitation of property, animal care, and customer service areas.
- Develops and implements SOPs and monitors all aspects of field operations and shelter care, including cleanliness, feeding, housing, traffic flow, space use.
- Ensures accurate recordkeeping and maintains quality control.
- Monitors programs, policies, SOPs, training, and activities to ensure compliance with OSHA (Occupational Safety and Health Administration) regulations ensuring the shelter is a safe environment for staff, volunteers, visitors, and animals in shelter care.
- Directs & supervises the activities, training, professional development & working hours of shelter

staff & volunteers in a collaborative and constructive environment.

- Ensures compliance with all applicable regulations and policies in shelter operations by staff and volunteers.
- Supervises health and medical care for shelter animals including intake, disease prevention, preventative care, nutrition, diagnosis, treatment, and inventory of controlled & non-controlled medications.
- Coordinates with adoption and rescue teams of staff and volunteers to efficiently transition animals from the shelter to forever homes supporting good quality of life for the animal.
- Receives & responds to community concerns and requests for information regarding animal care & shelter related services and activities, including representing the shelter to media and at public gatherings.
- Builds & supports relationships & partnerships with community stakeholders to improve understanding & impact of shelter operations, animal care education, and animal care workforce development.
- Provides periodic reports & data to the board and for compliance with government regulations, contractual obligations, and grant requirements.
- Attends meetings of the board of directors to provide updates, reports, and advice.
- Participates in animal care, field work, animal transport, and off-site coordination activities as needed.
- Other duties as assigned.