



<b>Job Title:</b>	<b>Canine Team Leader</b>
<b>Department:</b>	<b>Animal Care- Shelter Operations</b>
<b>Job Classification:</b>	<b>Full time; Hourly position, Full-time, 40 hours, shifts vary, weekends required</b>
<b>Job Relationships:</b>	<b>Reports to Kennel Manager</b>
<b>General Purpose:</b>	<b>Responsible for the care and adoption of shelter pets</b>

**SUMMARY OF ROLE:** To lead and mentor the Canine Team in providing top notch customer service and animal care. To help ensure that animals become available for adoption in a timely manner. To facilitate organization and efficiency of the Canine Team. The ability to work in an ever-changing working environment with flexibility and a positive attitude. To represent the ARLGP positively in the community.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

##### **ANIMAL CARE:**

- Assess and consider daily 1) the physical environment of our pets 2) the mental health and physical well-being of our pets and staff and 3) the interactions of staff, volunteers and members of the public with our pets
- Monitor team's performance and delegate tasks to ensure daily goals are met
- Assist the Kennel Manager with managing kennel population flow in and out of the shelter by monitoring admission appointments, scheduled transfers and stray pet statuses to ensure we are meeting the needs of our pets and patrons
- Willing and able to become euthanasia certified within 6 months of hire
- Responsible for feeding, medicating, vaccinating and providing other medical treatments as assigned. Observing animals for illness, infestations and behavior changes and reporting and documenting as needed
- Move pets through the medical and behavior survey process in a timely fashion so they are moving to the adoption areas as soon as they are available

- Ensure that all animals have an enriched environment including, but not limited to toys, training, soothing music, puzzles, etc.

### **SUPERVISORY RESPONSIBILITIES**

- Train, coach and mentor members of the canine team
- Report team development and activities to Canine Manager
- Train, assess and communicate with volunteers to ensure protocols are followed, goals are met, and that they feel valued and appreciated
- Recognize, assess and solve problems in day to day operations in conjunction with the Canine Manager
- Abide by ARLGP protocols and standard operating procedures and ensure that staff members are doing so, as well

### **ADDITIONAL RESPONSIBILITIES**

- Be conversant in and understand the philosophies of an open admission facility
- Be conversant and accurate in areas of shelter software pertaining to animal record keeping. To be conversant and accurate in other computer related software that is used at the ARLGP
- Be conversant in shelter policies pertaining to adoptions, surrenders, behavior assessments, treatment guidelines and euthanasia
- Responsible for cheerfully acknowledging the presence of customers in all public areas
- Be familiar with the personalities, behaviors, health status and previous history of animals available for adoption, and to speak articulately to the public about all
- Conduct conversation-based adoption counseling for available dogs with a match-making mentality
- Responsible for interacting with the public in a polite, professional, non-judgmental manner at all times
- Responsible for presenting a neat and professional appearance to the public.
- Aid in the marketing of animals in a positive, upbeat yet truthful manner

### **NECESSARY SKILLS**

- A high level of understanding of dog behavior and communication
- 2+ years experience working with all types of dogs (not your family dogs)
- Understanding of sanitation principles in a kennel setting
- Able to give vaccines, draw blood, run SNAP tests, give oral medications
- Strong ability to prioritize tasks
- Strong leadership skills

### **MINIMUM QUALIFICATIONS REQUIRED**

- High school diploma, or equivalent
- 2+ years previous experience in direct animal care, preferably in a shelter setting

- At least one year in a staff supervisory role
- Clean driving record in the state of Maine
- Able to make it to the ARLGP as scheduled regardless of the weather
- Demonstrated ability in oral and written communication skills
- Demonstrated ability for hard, physical work in an emotional and stressful environment

### **WORKING CONDITIONS**

Work Environment: Most work is performed in normal animal shelter setting; potential for exposure to zoonotic diseases; frequent exposure to odors or airborne particles including animal fur, dander and toxic chemicals; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

Physical Activities: Lifting of up to 50 pounds unassisted; driving a van; potential for sitting for several hours at a time; potential for standing on feet for 8 hours a day; kneeling; cleaning cages (scrubbing); climb stairs unassisted several times each day; access primary worksite that is not handicapped accessible; lift, scoop, bend and twist and walk as part of essential job functions; walking dogs on a leash; performing physical examinations on animals; animal restraint; lifting crates; handling syringes and needles.

### **EDUCATION, PRIOR WORK EXPERIENCE, SPECIALIZED SKILLS AND KNOWLEDGE**

Prior shelter or veterinary practice experience preferred; 1-3 years in a staff supervisory position; demonstrated ability in oral and written communication skills; demonstrated ability for hard, physical work in an emotional and stressful environment, ability to lift 50 pounds unassisted, climb stairs unassisted several times each day, access primary worksite that is not handicapped accessible, lift, scoop, bend and twist and walk as part of essential job functions, and possess a valid State of Maine driver's license.