JOB TITLE: Assistant Canine Manager

DEPARTMENT: Canine

JOB CLASSIFICATION: Salaried Exempt

ACCOUNTABILITY: Canine Manager

SCHEDULE: This position is a member of the ARLGP leadership team and schedule is determined as the organization's needs.

PRIMARY PURPOSE: Personnel management and ability to plan, direct, and coordinate the work of others.

To assist the Canine Manager with prioritizing tasks and organizing the day's workflow and directing canine department operational needs in the absence of Canine Manager.

Overseeing the cleaning and maintaining of the animal shelter in a cost-effective, sanitary, and humane manner. To provide dogs with an enriched environment while they await adoption. To keep dogs safe, happy, and healthy while they are in the ARLGP's care. To interact with staff, volunteers, and members of the public in a helpful and communicative manner. To administer medications and begin medical protocols as necessary. To assist other departments efficiently as needed.

PRIMARY DUTIES AND RESPONSIBILITIES: Managerial tasks and skills
- High level of ability to delegate tasks quickly and appropriately, able to juggle multiple varied tasks and make decisions under pressure.
- Perform the daily duties pertaining to opening and closing of the building.
- Managing Canine Team Workflow including the delegation of tasks.
- Fully participate in the behavior assessment process of the dogs in the ARLGP's care.
- Training new hires in the Canine department and cross-departmental training and continue education training for staff, volunteers, and fosters.
- Familiar with standard operating procedures (SOP) from creating SOP to updating SOP's.
- Managing escalated guest interactions to a resolution while overseeing interactions with customers and members of the public.
- Act in the absence of the department manager by effectively managing, communicating, and collaborating well with a broad population including fosters, volunteers, members of the public, veterinarians, senior leadership, donors, and shelter staff.
- Able to accept and deliver constructive feedback to and from team members and follow directions to maintain a safe work environment.

- ➢ Perform other related duties and assignments as required and determined by leadership and managerial teams.
- ➢ Work collaboratively with all shelter personnel to achieve an efficient, well-run environment for the pets and employees.

QUALIFICATIONS:

- 2+ years experience working in a management position.
- 1+ year experience working with animals in a professional setting.
- Excellent oral and written communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to lift 50 pounds.
- Ability to access a non-handicapped accessible building several times per day as well as climb stairs unassisted.
- Ability to scoop, bend, twist, lift, squat, and stand for long periods of time as part of normal job functions.
- Ability to creatively solve problems.
- Proficient with Microsoft suite and using the internet.
- High degree of computer literacy and able to track and maintain data.
- Role model a team-oriented approach to work.

WORK ENVIRONMENT:

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur and toxic chemicals. The employee may be exposed to zoonotic diseases. The noise level in the work environment is very loud. Driving may be required.

TO APPLY:

Please submit a cover letter outlining your qualifications, reasons for pursuing a career in animal welfare and salary requirements, along with your resume to jobs@arlgp.org with the subject "Canine Assistant Manager."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings, follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.