

Rutland County Humane Society

Shelter Manager

The Shelter Manager position is responsible for overseeing animal intakes, the overall care of the shelter animals and the Adoption Center. Additionally, evaluating dogs and marketing them for adoption is required.

Reports to: Executive Director

Responsibilities Include:

- Adoption Center
- Intakes, including Transports
- Animal Health
- Trap Neuter Return program
- Animal Care & Adoption Associate staff members
- Dog Evaluations and Write Ups for adoption
- Supervising, motivating and training staff
- Daily oversight of direct staff
- Handling issues from staff and the public

Qualifications Include:

- Multi tasking
- Working in fast paced environment
- Time management
- Attention to detail
- Excellent organizational skills
- Excellent written, verbal and interpersonal communication skills
- Problem solving skills
- Supervisory skills (at least 2 years' worth)
- Ability to work independently and as part of a team
- Ability to quickly adapt to change
- Animal experience, knowledge of cat and dog handling and behaviors etc.
- Knowledge of Microsoft Office products
- Ability to use web-based systems
- Experience in animal welfare desired

Direct Reports:

Shelter Coordinator

Animal Health Technician

Animal Care and Adoption Counselors

This is a full time position working Monday through Friday or Tuesday through Saturday. It's an hourly position, 40 hours a week, and includes the option of health and dental insurance. Interested applicants should send their resume, cover letter and hourly rate requirements to rchs@rchsvt.org. No calls or visits, please.