

The Sullivan County Animal Shelter is looking for a full-time Shelter Manager. The Shelter Manager is responsible for the oversight of daily operations including animal care and record keeping, transport, client service and community outreach and will work directly with a Board of Directors. This position will supervise a staff of 3 to 4 employees and work cooperatively with dozens of community volunteers. The Shelter Manager must be able to inspire and motivate teamwork for achieving goals by providing education, support, and positive communication with each staff member and volunteer.

Knowledge, Skills and Abilities:

- A strong desire to help animals and people, and a commitment to life-saving programs and services.
- Display a strong leadership ability
- Be able to comprehend complex procedures and instructions.
- Be able to work independently when needed.
- Possess excellent oral and written communication skills.
- Have strong decision-making and organization skills
- Possess basic computer skills
- Have a valid Tennessee Driver's License
- Pass a background check.
- Have at least three (3) years of supervisory or management experience.

Essential Job Functions

- Responsible for the supervision of the staff and volunteers.
- Implement policies and procedures.
- Work with staff and volunteers to insure all animal cages, hallways, floors, walls, and isolation/quarantine areas throughout the shelter are clean and disinfected.
- Ensure the feeding, watering, walking and exercising all shelter animals daily.
- Responsible for daily and periodic checks regarding animal health, safety, cleanliness and overall well-being and reporting any significant problems immediately Shelter Medical Team.
- Responsible for daily shelter functions which may include animal intake and receiving, adoptions, foster and rescue transfer, kennel cleaning, and animal care and health.
- This position must be comfortable and proficient in a wide range of animal-handling situations.

Physical Requirements:

- Physical ability to walk and or stand on your feet throughout a normal workday required. Ability to bend and squat.
- Physical ability to engage in repetitive motions of legs, arms, and hands and to hear and see clearly.
- Physical ability to push up to 150lbs and to carry up to 50lbs regularly and independently throughout a regular workday required.
- Allergic conditions, which may be aggravated when handling or working with animals, may be a disqualification.

Education and Experience

- One-year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.
- At least two years of supervisory or management experience.