



Canine Care Coordinator

Reports To: Shelter Operations Director and Medical Director. This is a leadership position and part of the management team. In addition to day to day tactical responsibilities, the Canine Care Coordinator is responsible for the creation and implementation of strategies and policies related to the dogs in our care and shelter operations.

Time Commitment: This is a full-time position requiring 40 hours of work per week. In addition, working occasional weekends, evenings, holidays, and 'on-call' weekends are required.

Responsibilities:

Staff Management

- Lead and manage canine care staff of approximately 6 - 8 employees
- Interview, select, and train new hires
- Create monthly work schedule
- Schedule and facilitate monthly staff meetings
- Provide leadership and direction; promote positive morale and teamwork; set clear goals and expectations
- Identify and resolve employee relations and performance issues
- Evaluate employee performance and prioritize, assign, and review work assignments

Operational Management

- Implement exemplary standards in animal care
- In conjunction with the Medical Director, implement dog placement within the shelter and cleaning protocols to manage and mitigate disease outbreaks and spread
 - Ensure all carestaff are fully versed in these procedures and follow protocols
- Address medical and behavioral needs for each dog to ensure adoption or transport outcomes occur as quickly as possible (e.g. moving through quarantine, main shelter, etc.)
 - Evaluate available space in shelter and arrange placement of dogs based on space
 - Update food and walking boards
 - Ensure kennel cards are updated with appropriate information
- Communicate dog health and behavior problems to caretakers and offer support for proper care protocols
- Communicate medical issues to veterinary staff
- Conduct a.m. and p.m. walkthroughs to observe dogs
- In conjunction with Shelter Operations Director, review intake requests (based on shelter space, dog type, temperament, and medical condition) and determine request outcome
- Work in tandem with Adoption and Foster Coordinators to ensure best outcomes for dogs
- Work with visitors and volunteers to monitor, evaluate and improve visitor, volunteer programs.
- Order dog food for on-site animals

Dog Enrichment and Behavior

- Ensure all dogs are assigned behavior colors accordingly
- Ensure all staff and volunteers are handling dogs and behaviors appropriately

- Facilitate and manage play groups
- Ensure dogs are receiving daily enrichment in the form of toys, walks, interactions with people, etc.
- Evaluate dogs need for external enrichment e.g. boarding or doggie daycare, and facilitate participation if required
- Facilitate cross-departmental collaboration to meet the needs of the dogs and staff, including, evaluating the mental and physical health of dogs and creating programs to address issues as they arise

Data Collection and Submission

- Maintain current data on all dogs and submit monthly reports to Shelter Operations Director
- Report monthly starting and ending count for dogs on site
- Ensure monthly numbers for Shelter Animals Count are accurate
- Submit intake/outcome data to Shelter Animals Count for dogs and cats
- Run monthly report of long-stay dogs in our care (dogs over 30 days in preparation for long-stay monthly meeting)

Skills and Experience

- This is a leadership position requiring 1-2 years experience in animal welfare.
- Vet tech experience is preferred; ability to administer medicine is required.
- Seeking candidates with experience in personnel management, staff development and strong interpersonal skills to handle sensitive and confidential situations.
- The ideal person for this job is a team player, effective communicator, professional, takes initiative and uses tact and diplomacy.
- Demonstrated ability to manage multiple projects in various stages of development, each with a unique timeline.
- Work requires continual attention to detail - this cannot be overstated.
- Ability to facilitate group processes as well as develop and influence others.
- Willing to work on weekends/holidays/varying shift times.
- Ability to professionally advocate Acadiana Animal Aid's position on issues.
- Working knowledge of Google Workspace including Docs, Sheets, Slides, etc. and the ability to learn shelter software.
- Valid Driver's License with access to transportation to travel on organization business.

Physical Requirements

- Must be able to perform full range of movement: stretching, bending, squatting, climbing, lifting up to 50 lbs., etc.
- Work is often outdoors in variable weather conditions and frequently requires the physical ability to perform strenuous manual labor.
- Ability to travel for organization events including conferences, media events, etc.

Additional Information

Currently, we are unable to provide benefits for this position. Employees are allowed five paid sick days and two weeks vacation days. Employees begin accruing sick and vacation days when they start work. Employees can utilize accrued time after 90 days.

AAA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, nationality, sex, sexual orientation, age or disability.