

Heart of Idaho Animal Sanctuary Manager Ad

updated 7/13/22

Heart of Idaho Animal Sanctuary in Challis, Idaho, seeks a manager who is an outgoing, compassionate person, as good at helping and managing people as animals, who loves both. Duties include day-to-day operations of our no-kill shelter such as hiring, training, supervising, and scheduling kennel techs, other employees, and volunteers; overseeing animal intakes, rescues, adoptions, and fosters; providing basic animal healthcare such as vaccinations, administering medications, micro-chipping and bottle-feeding rescued kittens and puppies when necessary.

The manager establishes good working relationships with veterinarians and other animal shelters and rescue organizations in the area. She or he is the public face of HIAS, interacting with the public daily and responsible for updating our website and social media pages.

He or she is also a team player who works in partnership with the board of directors to carry out HIAS' mission of rescuing, rehabilitating, and rehoming animals, carrying out the annual strategic plan and implementing board policies.

This position is full-time, salaried, with PTO. Starting salary \$32,000 - \$36,000 depending on experience.

Please submit a cover letter explaining why you want to work in animal rescue, a resume detailing your animal rescue and managerial experience, previous employment, personal and professional references. Email to info@heartofidahoanimalrescue.com with HIAS Manager Job Application in the subject line.

Managerial Duties Heart of Idaho Animal Sanctuary:

Animal Care:

Maintains best shelter practices in animal intake protocol such as vaccinations, deworming, and microchipping; administers medications and food daily; orders food, vaccines, medications, veterinary and other general supplies. Identifies signs of animal illness and injury, segregating ill animals and scheduling immediate veterinary care when necessary; transports animals to local veterinarians and assists with exams and treatments, schedules shelter animals for spaying and neutering.

Supervises others in deep cleaning and disinfecting all animal enclosures and in daily dog walks or other animal exercise, behavior, and enrichment.

Oversees HIAS' spay and neuter programs, including feral cat Trap, Neuter, Return operations and gives pay/neuter vouchers to local pet owners who cannot afford the procedures for their own animals.

Oversees HIAS' adoption and foster programs, matching adoptable animals with compatible human families, transfers locally unadoptable animals to other no-kill shelters in the area or provides lifelong care at HIAS.

Administrative:

Manages accounts receivable for adoptions, boarding, fees, sales of dog and cat food and other items plus donations.

Monitors staff payroll and timekeeping biweekly.

Keeps medical and life history records on all animals at the shelter.

Updates HIAS website and social media pages and posts profiles of all adoptable animals on Petfinder and other websites and shelter networks. Also posts weekly “shout-outs” for volunteer projects and donation needs.

Staff and volunteers:

Interviews, hires, trains, and evaluates performance of shelter staff and volunteers in daily shelter operations. Draws up monthly work schedule for kennel techs and finds qualified substitutes when staff members are sick, or personally takes over kennel tech shifts when necessary.

Facility:

Maintains the shelter and animal transport van in high standards of cleanliness, ensuring that animal boarding, food, laundry, and all shelter areas are safe and sanitary. Makes sure all seasonal transitions with utilities such as turning off heat, turning on air conditioning, replacing HVAC filters and other maintenance needs happen in a timely manner. Notifies board of directors of any capital improvement or infrastructure needs.