

## **SHELTER DIRECTOR**

The Humane Society of Kent County Maryland is seeking a highly-organized, collaborative, innovative, and experienced Shelter Director to oversee all animal care and animal care staff with great empathy and kindness. Director provides shelter leadership, supervises, develops and directs staff, working towards high efficiency, problem solving, teamwork and budgeting for the benefit of animals, community members, and staff.

### **Duties include:**

- Manage all administrative animal care shelter operations.
- Manage, motivate, train, evaluate, and schedule animal care staff.
- Coordinate and administer care to our shelter animals.
- Coordinate veterinary care.
- Insures proper recordkeeping and documentation of all animals.
- Oversee or perform humane euthanasia when deemed necessary.
- Coordinate Feral Cat Programs as well as assists when needed with the Foster Program.
- Ensures federal, state, local and shelter rules are followed.
- Stays current on state and national trends in animal sheltering.
- Initiate innovative protocols and projects.
- Counsel adopters, provide compassionate customer service to visitors, field questions regarding animal care to the general public, and perform other tasks and duties as needed.
- Heavy involvement in public relations, fundraising and community outreach including public presentation, correspondence and will seek, write and manage grants.
- The ability to multi-task and remain flexible under stress

### **Experience:**

- 2+ years as an Animal Shelter Manager or Veterinary Hospital Manager
- 3+ years in animal care, medical protocols, and disease management
- 3+ years of proven staff management experience
- Computer proficiency.

Minimum AA degree with a preference in the life sciences plus experience in leadership or supervision with evidence of planning, PR and communication.

Hrs generally 8 AM to 5 PM w/ weekend hours. Animal control officer training required. Complete benefits package. Salary negotiable depending on experience. Please visit our website at [www.kenthumane.org](http://www.kenthumane.org) to view job description. Email resume to [maxr3@verizon.net](mailto:maxr3@verizon.net).