



## FLORIDA KEYS SPCA

**Job title:** Canine Team Leader and Vet Tech

**Reports to:** Director of Operations

**Hours:** Full-time, 40 hours, shifts vary, weekends required

**Summary of duties and responsibilities:** To lead and mentor the Canine Team in providing top notch customer service and animal care. To help ensure that animals become available in a timely manner. To facilitate organization and efficiency of the Canine Team. The ability to work in an ever changing working environment with flexibility and a positive attitude. To represent the FKSPCA positively in the community.

### **Primary duties and responsibilities:**

1. Monitor team's performance and delegate tasks to ensure daily goals are met.
2. Train, coach and mentor members of the canine team.
3. Report team development and activities to Director of Operations.
4. Train, assess and communicate with volunteers to ensure protocols are followed, goals are met, and that they feel valued and appreciated.
5. Recognize, assess and solve problems in day to day operations.
6. Abide by FKSPCA protocols and standard operating procedures and ensure that staff members are doing so, as well.
7. Assist the Director of Operations with managing kennel population flow in and out of the shelter by monitoring admission, transfers and stray pet statuses to ensure we are meeting the needs of our pets and patrons.
8. Willing and able to become euthanasia certified within 6 months of hire.
9. Responsible for daily cleaning, feeding, medicating, vaccinating and providing other medical treatments as assigned. Observing animals for illness, infestations and behavior changes and reporting and documenting as needed.
10. Be conversant in and understand the philosophies of an open admission facility.
11. Be conversant and accurate in areas of shelter software pertaining to animal record keeping. To be conversant and accurate in other computer related software that is used at the FKSPCA.
12. Be conversant in shelter policies pertaining to adoptions, surrenders, behavior assessments, treatment guidelines, animal control procedures, and euthanasia.
13. Responsible for cheerfully acknowledging the presence of customers in all public areas.
14. Responsible for interacting with the public in a polite, professional, non-judgmental manner at all times.
15. Responsible for presenting a neat and professional appearance to the public.

