



## 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 and treating 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.

16. Familiar with the personalities, behaviors, health status and previous history of animals available for adoption, and to speak articulately to the public about all.
17. Aid in the marketing of animals in a positive, upbeat yet truthful manner.
18. Work with Clinic Manager to ensure adequate inventory of medical and cleaning supplies pertaining to the Canine Department.
19. Process in a timely fashion so they are moving to the adoption areas as soon as they are available.
20. Ensure that all animals have an enriched environment including, but not limited to toys, training, soothing music, puzzles, etc.
21. Willing and able to become animal control officer certified and appointed within 6 months of hire.
22. Hold the on-call emergency phone for after hours animal control emergencies 1-2 nights per week.
23. Recruit, hire, train Canine Team members.
24. Handle scheduling, PTO requests and accountability including disciplinary action and documentation for Canine Team members.
25. Facilitate intake exams, ensure medical is entered accurately in animal records, ensure monthly medical is up to date and administered, observe for and coordinate all medical needs with clinic department and local veterinarians.
26. Coordinate grooming needs for dogs with local groomers and team.

**Education, prior work experience, and physical requirements:**

Prior shelter or veterinary practice experience preferred; veterinary technician preferred; 1-3 years in a shelter or veterinary staff supervisory position; demonstrated ability in oral and written communication skills; demonstrated ability for hard, physical work in an emotional and stressful environment, ability to lift 50 pounds unassisted, climb stairs unassisted several times each day, lift, scoop, bend and twist and walk as part of essential job functions, and possess a valid State of Florida driver's license. Ability to pass background check including clean driving record for 5 years.

Print Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYMENT DISCLAIMER: This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.