



## FLORIDA KEYS SPCA

**Job title:** Kennel Supervisor

**Reports to:** Director of Operations

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

**Summary of duties and responsibilities:** This full-time on-site role is located at Florida Keys SPCA in Key West, FL. The Kennel Supervisor will be responsible for overseeing the daily operations of the kennel, supervising a team of animal care associates, and training our dogs in concert with the Animal Behavior Program Manager, to improve their behavior and increase their chances of adoption. The Kennel Supervisor will work closely with other departments to ensure the animals are receiving the highest quality of care. They will also be responsible for maintaining a clean and healthy environment for our animals. This position involves daily cleaning alongside animal care associates, scheduling and managing animal care associates, dog training and behavior evaluation, supply management, and medical intake procedures and evaluations such as vaccination administration, medication administration, and lab testing. Training and supervision of animal care associates in these tasks is imperative. This position works closely with the Animal Behavior Program Manager and reports to the Director of Operations and Animal Control.

**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 animal care associates dog 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 when appropriate.
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.
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 and training animal care associates dog team members to do the same.
  14. Responsible for interacting with the public in a polite, professional, non-judgmental manner at all times and training animal care associates dog team members to do the same.
  15. Work with potential adopters to find an adoption match and train dog team members to do the same.
  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, and training animal care associates dog team members to do the same.
  17. Aid in the marketing of animals in a positive, upbeat yet truthful manner.
  18. Work with Operations Director to ensure adequate inventory of food, medical and cleaning supplies pertaining to the dog kennel department.
  19. Process dogs 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. Apply positive training techniques to train dogs on manners and leash walking. Train dog team members on these techniques for consistency.
  22. Provide evaluation and recording on behavior of dogs for adoption.
  23. Assist Animal Behavior Program Manager in dog enrichment, training and behavior consultation programs including but not limited to educational sessions for pet owners.
  24. Recruit, hire, train Dog Team members.
  25. Handle scheduling, PTO requests and accountability including disciplinary action and performance evaluation documentation for animal care associates dog team members.
  26. 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.
  27. Coordinate grooming needs for dogs with local groomers and team.
  28. Calculate and submit LRR data to Shelter Animals Count database on a monthly basis.
  29. Other duties as assigned.

### **Qualifications**

- A love for animals and a passion for animal welfare
- Experience working with dogs in a professional capacity
- Experience managing a team or supervising others
- Knowledge of dog behavior and positive training techniques
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously
- Excellent communication and interpersonal skills
- Attention to detail and strong organizational skills
- Flexibility to work weekends and holidays as needed, Tuesday through Saturday or Sunday through Thursday schedule required.
- Certification from a recognized dog training program is a plus

**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 name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_