

Job Posting

Paws4ever

Title

Adoption Center Manager

Supervisor

Executive Director

Purpose

Do you love animals? Join the team at Paws4ever and find an engaging and fun work environment with great opportunities for growth and skill-building in the animal care field. Paws4ever is an animal adoption center, dog training facility and Legacy Care Residence in Mebane, North Carolina, and we are seeking a dedicated, organized, and compassionate individual to serve as Adoption Center Manager. Paws4ever is the only guaranteed-adoption sanctuary in our area, with a capacity for 18 dogs and 48 cats. We partner primarily with county shelters to rescue and care for animals in need. We offer training, socialization, and enrichment for our animals, and ultimately we work to match each pet with his/her forever family.

This position is full-time. Primary duties include:

- Leadership and Staff Management – Oversee all aspects of program staff management, including hiring, scheduling, training, evaluation, supervision, professional development, and termination.
- Animal Care – Oversee all aspects of animal care (on-site and through licensed veterinarians), including provision of daily care and shelter cleaning, medical and behavioral health management, intake and assessments, and maintenance of all records.
- Guest Services & Community Relationships – Oversee all aspects of customer relations, adoptions and promotions, and the development of relationships with other shelters and rescue organizations.
- Shelter Operations – Oversee all aspects of shelter options and program analysis.

Qualifications include a High School diploma and 3 to 5 years of experience in shelter management or similar field or equivalent combination of education and experience. Evenings and/or weekends may be required. The successful candidate will have strong supervisory experience (preferably in an animal shelter environment), including training, team building, performance evaluations and disciplinary procedures. Must have strong animal handling skills and the knowledge of and ability to work with all breeds and sizes of dogs and cats. Must have reliable transportation and a valid NC driver's license. Must have exceptional written and interpersonal communication skills and be attentive to details and self-motivated. Must be familiar with Microsoft Office Suite and have the ability to learn and utilize new technologies. Must be able to prepare and maintain accurate administrative records and statistical reports, including animal records, financial processing and budgets. Experience working with volunteers and database systems and in developing policies and procedures a plus. Must be able to move/lift 50 lbs., bend frequently, and stand throughout the workday. Salary range is \$13-\$15/hour.

Working Conditions: Work is performed in a kennel/shelter setting. Exposure to disinfectant solutions and zoonotic diseases possible. Subject to animal bites and scratches while handling or working around animals.

To Apply:

To apply, submit resume and cover letter to jobs@paws4ever.org and specify "Adoption Center Manager" in the subject line. Applications will be accepted until the position is filled.