



Animal Welfare
League of Arlington

MANAGER OF ANIMAL CARE– Animal Welfare League of Arlington in Arlington, VA

Manager of Animal Care

The Manager of Animal Care is responsible for the supervision of the animal care technician team members and considered the lead team member. The Animal Care Manager is also responsible to ensure that standard operating procedures and protocols for animal care, kennel maintenance, sanitation, disease control, and other animal care practices are maintained. The Animal Care Manager works under the leadership of the Director of Animal Care and Veterinary Services and within the policies and guidelines of the Animal Welfare League of Arlington. This position is based in Arlington, Virginia.

About the Animal Welfare League of Arlington

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the Director of Animal Care and Veterinary Services and works within a team of 14-15 staff members. The Manager of Animal Care will also work closely with all League staff, volunteers, and the public.

RESPONSIBILITIES

- Manage and motivate the animal care technician team members
- Ensure staff training, daily operations, and animal health assessments are maintained
- Train animal care staff in humane euthanasia techniques
- Schedule and host regular animal care training sessions and accommodate special individual trainings on an as needed basis
- Participate in volunteer training and information sessions on an ongoing basis
- Represent the Animal Welfare League of Arlington's mission and culture to the animal care technician team members, ensuring they are appreciated, provided friendly and respectful guidance, feedback, opportunities to contribute, and interaction on a regular basis
- Promote a strong commitment to teamwork, customer service, consistent standards, and continuous improvement within the animal care department
- Ensure animal care technician team members receive timely support, information, and tools they need to succeed
- Keep the animal care technician team updated on program enhancements, policies, and procedures
- Assist in preparing and conducting employee performance reviews
- In collaboration with the director, plan, develop, and implement all activities related to the animal care program



Animal Welfare
League of Arlington

- Ensure all animals in our care receive their necessary veterinary care
- Review medical history of owner surrender animals to ensure medical intervention when possible
- Assist with community service rabies and microchip clinics when needed
- Work regular ACT kennel scrub shifts
- Additional duties as considered necessary and assigned

External Relations

- This position may from time to time assist in a customer service role

Required Qualifications

- Knowledge of animal care and behavior
- Prior skills in handling and assessing animal behavior
- Excellent customer service and counseling skills
- Ability to work cooperatively within the Animal Care Team during regular shifts
- Strong interpersonal skills and demonstrated ability to write clearly
- Demonstrated ability to engage, inspire and instruct people
- Proven ability to manage and motivate others
- Receive pre-exposure rabies vaccinations upon employment
- Complete training and receive certification in euthanasia within six (6) months of employment
- Flexible schedule with the ability to work evenings, weekends, and holidays
- Bachelor's degree (BS or BA) or HS Diploma and 5+ years of equivalent experience
- Computer and database savvy

Desired Qualifications (helpful but not required)

- Experience in the field of animal welfare or animal shelter
- Experience with "hands on" nonprofits
- Experience working with PetPoint

Personal Characteristics

- Dedication to the mission of Animal Welfare League of Arlington
- Highly organized, and detail-oriented self-starter
- Ability to remain composed and act quickly in emergency situations
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Ability to communicate well with the public, volunteers, and co-workers regarding sensitive and emotional situations
- Energetic, hard-working, and a team player
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally
- Discretion with confidential information

Travel Requirements

This position may require occasional travel in order to attend meetings and other community events

Typical Physical & Mental Demands



Animal Welfare
League of Arlington

Requires prolonged sitting at a computer station and/or standing with bending, stooping and stretching, crouching and crawling, eye-hand coordination and manual dexterity sufficient to operate vehicle, medical equipment, machinery, safety equipment, and office/computer equipment. Will be required to lift items and animals up to 50 lbs. and be physically active on a regular basis with periods of heavy exertion. Will be exposed to disinfectant solutions and subject to bites and scratches while handling animals of questionable temperament. Requires normal range of hearing and eyesight to communicate with animals, the public, volunteers, and staff. Also requires flexibility to readily adapt to a fast paced changing environment and the ability to work long hours including weekends and holidays.

Must be comfortable handling dogs, cats, small companion animals and wildlife on a regular basis.

Compensation

This is a full time, non-exempt, hourly position with medical and dental benefits including vacation, sick and holiday time. Salary range is within the Society of Animal Welfare Administrators (SAWA) median range.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with Manager of Animal Care in the subject line:

- A cover letter describing your interest in the position and how your experience relates to the required qualifications
- Resume
- Please include salary history for the past three roles

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.

Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.