



## **DIRECTOR OF ANIMAL CARE, VETERINARY SERVICES AND FACILITIES– Animal Welfare League of Arlington in Arlington, VA**

### **Director of Animal Care, Veterinary Services and Facilities**

The Director of Animal Care, Veterinary Services and Facilities is responsible for the supervision of the Animal Care team as well as the Veterinary team members. The Director of Animal Care, Veterinary Services and Facilities 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 Director works under the leadership of the Chief Operating Officer 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](http://www.awla.org)

### **Reporting Relationships**

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

### **RESPONSIBILITIES**

- Oversee the kennel department
- Oversee the veterinary department
- Oversee the fostering program
- Oversee facility management including monitoring and scheduling regular maintenance on building systems and grounds
- Responsible for the management and supervision of all animal care staff, veterinary staff and foster care staff
- Maintain state euthanasia certifications
- Keep accurate records on all controlled substances used in kennel and veterinary care
- Maintain all state and federal licensure for the kennel and veterinary department
- Provide oversight for purchases of building supplies
- Responsible for approving purchases and maintaining budget



- Ensure compliance with OSHA regulations
- Supervise animal care and veterinary staff training, daily operations, inventory and animal health assessments
- Prepare monthly departmental reports
- Develop and update all animal care for the shelter
- 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
- Additional duties as considered necessary and assigned

#### **External Relations**

- This position may from time to time interact directly with the public working at the front desk in customer service and adoptions, as well as dispatch animal control calls as deemed necessary
- This position is required to be the point of contact via AWLA’s emergency cell phone every few weeks on a rotating basis with other directors

#### **Required Qualifications**

- At least three years professional experience in animal welfare
- Bachelor’s degree (BS or BA) or equivalent experience in a similar role
- Demonstrated leadership skills
- Knowledge of companion animal care/behavior
- Facility management experience
- Excellent customer service and interpersonal skills
- Demonstrated ability to write clearly and keep detailed records
- Proven ability to manage and motivate others
- Flexible schedule with the ability to work evenings, weekends, and holidays
- Experience with computer databases, Google Docs, and Microsoft office platform

#### **Desired Qualifications (helpful but not required)**

- Experience in the field of veterinary medicine highly desirable
- 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**

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, exempt, salaried position with medical, dental and vision 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](mailto:jobs@awla.org) with Director of Animal Care and Veterinary Services in the subject line:

- A thoughtful cover letter describing your interest in the position and relevant experience/qualifications
- Current and up to date Resume
- Salary history for the last three positions held and/or current salary requirements

*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.*