



Job Title: Manager of Animal Care & Facilities
Reports to: Sr. Director of Operations
Location: Arlington, VIRGINIA

Department: Animal Care
Status: Full time, exempt
Salary Range: \$46,300.00 – \$55,000.00

Benefits: We offer premium medical benefits, dental and vision insurance; separate vacation and sick time accruals, 12 annual paid holidays plus 8 annual floating holidays (for 2023); flexible working hours and the opportunity to work remotely a few days per week for qualified positions. After 2 years of employment, employees qualify for a retirement contribution of 7%. This position also qualifies for the Public Service Loan Forgiveness Program and the League pays a salary bonus for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese. Plus, free pet adoptions, pet vaccines and more!!

Summary: The Manager of Animal Care is responsible for the supervision, training and scheduling of the animal care technician team. The Animal Care Manager is also responsible for overseeing the facility maintenance and billing. This role ensures that standard operating procedures and protocols for animal care, kennel maintenance, sanitation, disease control, and other animal care practices are maintained according to Virginia State Code Regulations. The Animal Care Manager works under the leadership of the Senior Director of Operations and within the policies and guidelines of the Animal Welfare League of Arlington and the State of Virginia. To learn more about the Animal Welfare League of Arlington and how to apply, please visit us at <https://www.awla.org/about/careers/>

Responsibilities include the following however other duties may be assigned:

- Promote a strong commitment to teamwork, customer service, consistent standards, and continuous improvement within the animal care department
- Ensure staff training, daily operations, and animal health assessments are maintained
- Train animal care staff in humane euthanasia and proper handling techniques including Fear Free practices.
- Schedule and host regular animal care training sessions and accommodate special individual trainings on an as needed basis
- Schedule ACT's so that all shifts are covered and ensure timecards are approved weekly no later than Friday of each week
- Cover both opening and closing Animal Care Technician shifts as requested or necessary to ensure exemplary animal care practices
- Ensure all animals in our care receive their necessary medical care
- Maintain animal inventory, animal updates, placement mapping, and updated records
- Work closely with the Director of Pathway Planning to best serve the animals in our care
- Tracking supply inventory and invoice payments for animal food, janitorial/facility items, animal care supplies, etc.
- Maintain the facility by scheduling needed repairs, maintenance, and updates.
- Lead and facilitate scheduled volunteer training and information sessions on an ongoing basis
- Work with the Volunteer Coordinator to schedule shifts that support the Animal Care Team
- 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
- Keep the animal care technician team updated on program enhancements, policies, and procedures
- Prepare and conduct employee performance reviews
- In collaboration with the Director plan, develop, and implement all activities related to the animal care program
- Assist with community service Wellness/Rabies/Microchip rabies and clinics as requested



Supervisory Responsibilities: Animal care team and relevant volunteer positions.

Qualifications:

- HS Diploma and 5+ years of equivalent experience or undergraduate degree with 2+ years of equivalent experience
- Knowledge of animal care and behavior including prior skills in handling and assessing animal behavior
- Commitment to positive reinforcement handling and training methods
- Excellent customer service, listening and counseling skills
- Ability to work cooperatively with League colleagues and volunteers at all times
- Strong interpersonal skills and demonstrated ability to write clearly
- Demonstrated ability to engage, inspire and instruct people
- Ability to remain composed and act quickly in emergency situations and be adaptable to shifting needs and evolving priorities
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Capacity to work well under pressure and in a very fast paced environment
- Ability to communicate well with the public, volunteers, and co-workers regarding sensitive and emotional situations
- Professional image in representing AWLA, both internally and externally
- Ability to receive pre-exposure rabies vaccinations upon employment
- Complete required training and receive certification in euthanasia within six (6) months of employment
- Flexible schedule with the ability to work either mornings or evenings, weekends, holidays and during inclement weather conditions
- An understanding and willingness to participate in facilities management including unclogging toilets, changing light bulbs, removing waste/garbage from the facility, mopping and restocking restrooms, etc.
- Computer literacy including database experience
- Multilingual preferred but not required
- Ability to maintain discretion with confidential information
- Have a passion for the mission and a deep commitment to the goals of the organization

Typical physical & mental demands: Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and variable indoor and outdoor temperatures. May assist in animal restraint and deal with distressed or dangerous animals, and could be subject to bites and scratches. Requires manual dexterity to keep a strong animal on leash or operating a door while holding a strong animal on leash simultaneously. May be required to lift heavy items or animals (upwards of 50 lbs) and be otherwise physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions. Must be comfortable around dogs, cats, small companion animals, reptiles, amphibians and wildlife.

Vaccination requirement: Upon hire, employees will be required to receive rabies prophylaxis and tetanus vaccinations.

We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. We aim to maintain a diverse and dynamic workforce and are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a



*rolling basis and positions remain posted until filled. **No phone inquiries, please.** The Animal Welfare League of Arlington is a 501(c)3 non-profit organization.*