



JOB POSTING

POSTING DATE: 07/08/2026

POSITION: ANIMAL CARE SUPERVISOR FULL

CLOSING DATE: OPEN UNTIL FILLED

STATUS: FULL TIME (SALARY) / EXEMPT

REQUIRED EXPERIENCE: 2 years of management and 3 years of shelter pet care/handling

REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA/GED and WORK EXPERIENCE IN AN SHELTER ANIMAL CARE FACILITY

BASE PAY: DOE

JOB DESCRIPTION

This position reports directly to the Director of Operations. The Animal Care Supervisor is primarily responsible for developing, implementing, and monitoring all programs intended to provide care and welfare for the pets while at our shelter. This includes supervising all Animal Care Team positions and overseeing dog training and kennel volunteers.

Principal Duties and Responsibilities

- Supervises the Animal Care Technicians, Animal Care Leads, and Enrichment and Training staff, including hiring, training, coaching, and developing.
- Create work schedules and conduct 90-day and annual evaluations for all roles within the Animal Care Team in a timely manner.
- Ensures the Animal Care Team prepares and sets up animal kennels and related equipment for change-outs or newly arriving animals in accordance with specific instructions.
- Ensures the Animal Care Team rinses, scrubs, and disinfects animal cages, hallways, floors, and walls in designated areas using applicable sanitary protocols to prevent the spread of bacteria and/or disease; cleans water, food dishes, and related kennel equipment and facilities.
- Ensures the Animal Care Team feeds, waters, and exercises animals in the designated work areas.
- Responsible for ensuring the comfort, safety, and well-being of all adoption-ready shelter pets, while supporting humane treatment and care of all pets in the shelter.
- Develop, implement, and monitor all programs intended to identify, correct, and prevent problem behavior in cats and dogs.
- Instruct and train staff and volunteers on the topics of animal behavior, signs of behavior regression, safe handling, and enrichment.
- Report any animal behaviors that cause concern to the appropriate staff.
- Design individual training programs, as needed, for shelter animals to improve behavior and increase the chance for adoption.
- Perform temperament evaluations, as needed, for shelter pets.
- Provide referral information and advice on animal behavior issues, training methods, and training equipment.
- Creates and reviews SOPs and protocols.
- Monitors equipment for proper operation (chemical mixers, hose units, steam machines, etc.).
- Monitors supply needs and orders accordingly.
- Works closely with the maintenance team to report any safety hazards or equipment failure/maintenance.

Additional Duties and Responsibilities

- Ability to work independently and effectively with other supervisors and staff to accomplish daily tasks as well as strategic plans.
 - Strong customer service skills and the ability to adapt to a variety of unexpected situations.
 - Instruct and work collaboratively with volunteers.
 - Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
 - Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules, and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
 - Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
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- All other duties assigned.

Minimum Knowledge and Skills Required by the Job

- Effective record-keeping ability.
- Ability to assess and evaluate new animal training/enrichment methods and equipment.
- Knowledge of cat and dog breed characteristics and behaviors.
- Skill in animal restraint and handling techniques.
- Ability to interpret animal body language.
- Basic computing skills (Google Workspace and Microsoft Suite environment).
- Familiarity with Pet Point Data Management System is preferred.
- Required animal behavior, care, and training certification within 6 months of hire.
- Knowledge or ability to learn basic symptoms of common animal diseases.
- Valid Driver's License and insurable driving record.
- Knowledge of basic animal behaviors for safety

Work Environment

- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels when in the kennel area, chemicals used to sanitize facilities, vehicles, or equipment, and other physical situations that involve all forms of animal life
- Potential for animal bites and scratches while handling animals.
- Indoor and outdoor work in varying weather conditions

Physical Requirements of the Job

- Must stand, walk, bend, and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand and walk for 8 hours.
- Ability to lift 50lbs.
- Able to drive various vehicles.
- Will be expected to work weekends, holidays, and off-hours.
- The job may require performing tasks that involve potential exposure to blood, body fluids, or tissues, including animal and human tissues.
- Potential for animal bites and scratches while handling animals.
- Ability to work in an environment with frequent exposure to animal hair, dander, cleaning agents, and related allergens.

Additional Attributes

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
- Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules.

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