

Part Time Kennel Manager Wanted (25-30 hrs. weekly)

Position Available Immediately

Must have concern for the humane treatment and compassionate care of animals.

Responsibilities:

Animal Admissions and Care

- Managing the flow of animals into our shelter to ensure capacity is utilized efficiently, and keeping track of open cage space in accordance with our guidelines.
- Administering vaccines and managing medications.
- Administrative items such as generating animal ID, creating records and associated paperwork.
- Taking and retrieving dogs/cats for spay/neuters and processing accompanying medications and paperwork; taking dogs/cats for vet visits.
- Daily checks on all dogs/cats to watch for illness and lack of appetite.

Management

- Supervising volunteers, communicating expectations, and helping to train volunteers.
- Demonstrating excellent relations with volunteers and adopters.
- Dealing with the general public in a courteous, professional manner.
- Assisting with adoptions.
- Ensuring kennels/cat spaces are kept clean, orderly and free of odors.

Please send resume to Humane Society of NW Georgia, P.O. Box 3946, Dalton, GA 30719.