



# Bermuda SPCA

Society for the Prevention of Cruelty to Animals

## Animal Care Manager

The Bermuda Society for the Prevention of Cruelty to Animals is seeking individuals interested in a professional animal welfare career as an Animal Care Manager. The position is full-time and interested individuals must be available for regular weekend shifts and holidays. Candidates will participate in training based on established and new industry standards in the field of animal welfare, shelter operations and shelter medicine. This position combines daily hands-on animal care responsibilities with departmental supervision, planning and documentation. The Animal Care Manager reports to the Shelter Inspector.

### Main Duties and Responsibilities:

- Supervises Animal Care staff and volunteers
- Maintains and monitors health of shelter animal population
- Schedules veterinary appointments, maintains medical care records and treatment plans
- Leads daily cleaning, feeding, socialization and medical care of animals
- Assist with humane handling of animals as needed
- Supervises Foster Care training
- Coordinates cleaning and organisation of shelter laundry and equipment
- Coordinates cleaning and maintenance of outdoor animal exercise areas
- Liaises with service contractors/vendors for shelter and equipment repair and maintenance
- Maintains inventory and organisation of shelter food, medication and cleaning supplies
- Maintains organisation of storage room areas and shelter grounds
- Develops behaviour enrichment and training programs for shelter animals
- Conducts animal behaviour/temperament assessments
- Processes and maintains hard copy and electronic animal records
- Provides statistical data for budgeting and reporting purposes
- Interacts regularly with prospective adopters and shelter volunteers
- Maintains the safety of the animals, public and staff at all times
- Coordinates animal transport as required
- Participates in disaster and emergency preparedness planning
- Assists the Inspector as needed
- Assists with SPCA events and educational programs as required
- Partners with Government agencies, community organizations and veterinary hospitals
- Contributes to effective teamwork and fosters public relations beneficial to the shelter and its programs

### Qualifications/Requirements:

Undergraduate degree in biology, animal behaviour, business administration, communications, psychology or related field desired. Work experience, on the job training and professional skill set will be considered in lieu of formal education. Veterinary nursing experience preferred. Supervisory or management experience is also ideal. Exceptional organization, communication and administrative skills necessary. Proficient with Microsoft Office applications. Sound knowledge of animal care, infectious disease control and veterinary treatments. Keen observation skills and interest in animal behaviour assessment and training. The candidate must have 2-5 years direct experience working/volunteering with dogs, cats and small mammals. Direct sheltering, veterinary clinic, horse and farm animal experience is an asset. Position is fast paced, physically demanding and requires constant reaching, bending, long-periods of standing and the ability to lift 50 pounds. Light van licensure will be required within 30 days of employment.

Individuals must be dependable, mature and professionally driven, with a strong desire to maintain animal welfare standards. Flexibility, a positive attitude, and a sense of humour are essential. The ideal candidate should be committed to public service, have a great deal of patience and tolerance; be willing to work hard and above all have a strong compassion for animals and their welfare.

Please send your resume, cover letter and 3 professional references to: [dnarraway@spca.bm](mailto:dnarraway@spca.bm)

**Closing Date: September 15, 2015**

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