



4000 Industrial Rd - Wickenburg, AZ 85390  
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## JOB DESCRIPTION

**Job Title:** Animal Care Supervisor  
**Reports to:** Animal Care Team Lead  
**FLSA Status:** Exempt, Full-time  
**Salary:** 105 | \$20.50 - \$25.62 per hour, DOQ/DOE  
**Prepared Date:** June 2026  
**Hours:** 40 hours per week

**DEFINITION:** Under general supervision, the Animal Care Supervisor serves as a working supervisor responsible for the daily care and well-being of shelter animals while providing leadership, training, coaching, and oversight to Animal Care Associates and volunteers. This position actively participates in animal care duties, including feeding, cleaning, medicating, handling, and monitoring shelter animals, while ensuring established standards of animal welfare, sanitation, safety, and customer service are consistently maintained. The Animal Care Supervisor leads by example, works alongside team members to achieve organizational goals, monitors staff performance, provides ongoing training and mentorship, and promotes a positive, accountable, and team-oriented culture. This position plays a critical role in maintaining high-quality animal care, supporting shelter operations, and advancing the mission of the Humane Society of Wickenburg.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

**TASKS:** Perform daily animal care duties including feeding, cleaning, medicating, monitoring, vaccinating, and handling shelter animals. Supervise, train, coach, and support Animal Care Associates and volunteers. Monitor staff performance and ensure daily animal care tasks and checklists are completed accurately and on schedule. Assist with employee onboarding, training, and performance evaluations. Ensure compliance with animal welfare, sanitation, biosecurity, and safety protocols. Assist with animal intake, medical care, adoption preparation, and adoption counseling. Coordinate and support the shelter foster program, including foster volunteer recruitment, training, animal placement, and ongoing communication with foster caregivers. Encourage volunteer participation in approved animal enrichment and foster activities. Maintain accurate records relating to animal care and shelter operations. Assist with inventory management and shelter operations. Identify opportunities to improve animal welfare, volunteer engagement, foster program success, and operational efficiency. Respond to customer concerns and support positive community relations. Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

### *Knowledge of:*

- Animal care, handling, restraint, enrichment, and disease prevention, and foster program best practices.
- Animal behavior and basic shelter care and medicine principles.
- Effective supervision, coaching, and team leadership.
- Customer service and conflict resolution.

### *Skill in:*

- Animal handling and medication administration.
- Training and motivating staff and volunteers.
- Communication, organization, and problem-solving.
- Maintaining accurate records and exercising sound judgment.

### *Characteristics:*

- Professional, dependable, and accountable.
- Compassionate toward animals and people.
- Positive, team-oriented, and adaptable.
- Committed to HSW's mission and values.

## **MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Valid Arizona Driver's License and ability to maintain an acceptable driving record.
- Minimum of three (3) years of experience working with animals in an animal shelter, veterinary clinic, boarding facility, rescue organization, animal control agency, or similar environment.
- Minimum of one (1) year of experience providing leadership, training, mentoring, or supervision of staff or volunteers.
- Ability to safely handle and restrain dogs and cats of varying sizes, temperaments, and medical conditions.
- Ability to communicate effectively with staff, volunteers, adopters, and members of the public.
- Ability to perform the physical requirements of the position.

## **PREFERRED QUALIFICATIONS:**

- Animal shelter experience.
- Supervisory or management experience.
- Experience training and developing staff and volunteers.
- Experience administering medications, vaccinations, and microchips.
- Knowledge of animal behavior, enrichment, shelter medicine, disease prevention, and biosecurity practices.
- Experience developing enrichment activities and engaging volunteers in animal welfare programs.
- Experience with animal intake, adoptions, and customer service.
- Experience recruiting, training, and supporting foster volunteers.
- Experience coordinating or managing an animal foster program.