



**Job Title: Manager of Shelter Programs and Operations**

**Work Schedule:** 40 Hours/Week - Full-time exempt

**Reports to:** Executive Director

**Schedule:** Tuesday through Saturday

**Oversees:** Facility Technician

**Job Description Summary:** Reporting to the Executive Director, this full-time, exempt position is responsible for the general management and oversight of shelter programs and operations. This includes but is not limited to: food pantry efforts, community engagement/education programs, community events and the volunteer program. This position assists with fundraising including but not limited to: events, grants, reports and other revenue generating activities. This position is responsible for community relations and engagement such as parades, pet parade appearances, Heritage Days, community programs and other activities. Responsibilities also include overseeing the shelter facility and grounds and the volunteer program.

#### **Duties & Responsibilities:**

- Ensure compliance with all Dept. of Labor, Dept. of Agriculture, state and local laws including procuring appropriate shelter permits
- Identify and create relevant community programs
  - Create community education programs and recruit/train volunteers to implement
  - Coordinate community events including: St Patrick's Day Parade, open houses, monthly WBZ pet parade and other events as assigned. Assist with larger events such as the Gala
  - Oversee implementation of programs and program audits and assessments
- Under the direction of the ED and in coordination with the SAS Marketing and Communication Consultant, oversee and create social media content/channels
- Develop operations goals and metrics & measure against same including report generation
- Ensure work flow efficiencies and timely and efficient communication
- Front desk coverage on Saturdays and as assigned
- Maintain up to date shelter data and provide shelter data to the ED as requested
- Ensure safety for visitors, volunteers, staff, and animals
- Assist with fundraising and other admin tasks as assigned
  - Manage Operations invoices and credit card management
  - Assist in preparing annual budget and annual financial audit as requested
  - Assist with grant writing and report writing
- Oversee all physical plant operations for safety, functionality and aesthetics
  - Oversee maintenance service plans with Facilities and Maintenance Technician
  - Oversee OSHA compliance in conjunction with the ED and Facilities and Maintenance Technician
  - Manage evacuation plans

**Scituate Animal Shelter**  
**780 Chief Justice Cushing Hwy. Scituate, MA. 02066**

- Recruit, train, and manage the general volunteer program, and provide annual refresher training
  - Recruit volunteers for the animal foster network as requested by the Animal Wellness Manager.
  - Inventory and order volunteer supplies (e.g., safety vests, headlamps, latex gloves, etc.)
- Maintain proper supplies
  - Inventory and order cleaning supplies and other facility supplies/general needs
- Manage spay-day coordination
- Conduct other duties as assigned by the ED.

**Requirements:**

- Bachelor's degree required.
- At least three (3) years' experience in animal shelter work required.
- At least four (4) years' experience with managing people required.
- Must have a positive attitude and lead consistent with our culture statement.
- Must be able to adapt and focus in a dynamic changing environment.
- Microsoft Word and Excel experience required
- Must be able to lead and manage a team of people
- Experience with Shelterluv database preferred
- Experience with financial management preferred

The Scituate Animal Shelter is an equal opportunity organization. Volunteers and employees will be chosen without regard to race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, physical/mental disability or marital status in accordance with the state and federal law and because it is right.

**Please send cover letter and resume to [conniemerigo@scituateanimalshelter.org](mailto:conniemerigo@scituateanimalshelter.org) and please put job application or similar in the subject line.**