

## Animal Shelter Manager - Humane Society of Southern Illinois

The Humane Society of Southern Illinois (HSSI) is seeking applications for the position of Animal Shelter Manager. HSSI is a not for profit (501(c)3) animal welfare organization. HSSI operates one open-access Animal Shelter in Murphysboro, IL. The shelter accepts cats, dogs, and occasionally other animals from local animal controls and from the general public.

HSSI is seeking a collaborative, professional, and knowledgeable individual with a passion for animals and a desire to better the lives of homeless pets in Southern Illinois. The person hired for this position will be responsible for the day-to-day operations of the shelter and will report to the Board of Directors. Responsibilities include safety, housing, feeding, enrichment, and medical care for the animals housed at HSSI and supervising staff and volunteers. The manager will also be responsible for maintaining records, following HSSI policy, and compliance with all state/federal laws.

### Qualifications

#### Required

1. 3+ years of experience in animal care (commercial, rescue, veterinary, not personal), or a bachelor's degree in animal field and 2+ years of experience in animal care (commercial, rescue, veterinary, not personal), or Associates degree in Veterinary Technology and 1+ year of experience (commercial, rescue, veterinary, not personal).
2. Ability and willingness to gain euthanasia certification through the State of Illinois.
3. Basic knowledge of veterinary medicines, including, but not limited to, de-worming, antibiotics, pest control, etc.
4. Experience in cleaning protocols for shelter environment.
5. Availability for possible night and weekend work.
6. Valid State of Illinois Driver's License.
7. Excellent organizational skills.
8. Demonstrated written and verbal communication skills.
9. Ability to take direction and criticism from Board of Directors.
10. Strong computer skills, including, but not limited to, differing software and social media.
11. Ability to perform all aspects of the Manager Job Description
12. Passion for animals.

#### Preferred

1. 2+ years of managerial experience.
2. Experience working in a shelter/rescue environment.
3. Euthanasia certification through the State of Illinois.
4. Interest in working with volunteers.
5. Experience with facility upkeep.
6. Desire to work for a non-profit.
7. Knowledge of state and federal animal welfare compliance regulations.
8. Demonstrated leadership skills.
9. Experience in animal behavior.
10. Experience working with rescue groups, including transportation groups.
11. Experience ordering/purchasing goods used for the day to day use of the shelter.
12. Experience speaking with the media.