

Animal Care Manager

The Company: CARES is a non-profit animal shelter based in Clarksdale, Mississippi, that offers its employees a rewarding opportunity to make a difference in the lives of homeless animals. Clarksdale Animal Rescue Effort & Shelter [CARES] is a forward thinking, no-kill animal shelter in a newly refurbished facility which is known for the great care we take with our animals and our partnerships with ASPCA, MSU, and the community.

The Position: We are looking for an animal care manager. The manager is responsible for overall management of animal care, transport, and handling. The pay range is contingent upon experience; salary and paid time off is competitive.

Minimum Qualifications:

- Experience caring for animals
- An AA degree or Veterinary Tech certificate
- Excellent work references
- Reliable transportation and telephone
- Competence in word processing and spreadsheets

Responsibilities:

- Provide assistance to the Executive Director on all animal care issues.
- Manage day-to-day operations of the shelter.
- Intake and vaccinate all animals.
- Make daily rounds, evaluating each animal for medical, physical, and social issues, and providing medical care as needed. Consult with veterinarian.
- Assign and administer all medications and vaccinations in a timely manner.
- Maintain records on all shelter animals, using ShelterLuv.
- Supervise receptionist/staff supervisor.
- Review adoption applications, contact references, and handle adoptions.
- Supervise, direct, and handle maintenance of shelter property and equipment.
- Supervise staff and inventory manager.
- Coordinate with Animal Control Officer (city employee).
- Manage all transports.
- Supervise and manage foster home program.
- Any other duties assigned.

Contact: Send resume to CARES, Post Office Box 142, Clarksdale, MS 38614.

Website: caresclarksdale.com