**Monmouth County SPCA**

## Position Description

**Animal Care Assistant Manager**

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| **Department: Animal Care** | **Reports to:**  Animal Care Manager |
| **Type:** Full-time, Exempt  **Salary:** $16-20/hr | **Shift:** Varies, some nights/weekends required |

**Summary:** The Animal Care Assistant Manager reports to the Animal Care Manager. The Animal Care Assistant Manager shall be responsible for assisting the Animal Care Manager with the supervision of the Animal Care department team to ensure humane, compassionate, professional, efficient, and fiscally responsible delivery of services and care to the animals housed at the Monmouth County SPCA.

**Responsibilities:**

Oversight of the day-to-day operations of the Animal Care Department as well as personnel management of the Animal Care team in conjunction with the Animal Care Manager.

* Work alongside Animal Care staff, leading by example to complete daily operations
* Lead by example, demonstrating a strong work ethic and objective judgement
* Oversee Animal Care Shift Leads and Attendants
* Work together with all Animal Care staff to resolve any issues that arise throughout the day
* Assist the Animal Care Manager with interviews of prospective employees
* When approved by the Animal Care Manager; participate in disciplinary actions including documenting incidents and coaching conversations
* Ensure assigned areas are prepared and ready for incoming animals
* Attend Managers meetings
* Assist the Animal Care Manager with Animal Care Team skill and development, assessing each staff member’s strengths and areas in need of improvement
* Assist the Animal Care Manager with monthly staff meetings, to ensure there is strong communication, training and skill development for all team members
* Schedule shift lead meetings to go over goals, challenges and achievements
* Help train new volunteers on Animal Care related tasks when needed
* Other duties as assigned

**Position Requirements:**

* Communicate effectively, both verbally and in writing
* Able to make effective decisions and facilitate successful outcomes for the Animal Care Team
* Serve as a positive role model and resource for staff
* Foster personal and professional development of others by engaging in frequent feedback, coaching, correction, and reward
* Possess a high degree of emotional intelligence and ability to navigate challenging and dynamic situations
* Leadership skills displaying positivity, transparency, and integrity
* Strong organizational abilities including planning, delegating, empowerment, program development, and task facilitation
* Able to convey a clear and strong vision of the MCSPCA’s strategic future to staff and volunteers
* One to three years of leadership experience