



## **KENNEL MANAGER**

**WORK LOCATION:** Humane Society of Charles County, 71 Industrial Park Drive, Waldorf MD 20602  
Off-site locations as required.

**QUALIFICATIONS:** High School/GED and 5 Years of Work Experience and 1 Year of Management Experience, or BA/BS Degree and 2 Years of Work Experience  
Experience Working with and/or Caring for Animals Required

**REPORTS TO:** Executive Director

The Kennel Manager is responsible for the efficient running and overall success of all aspects of the kennel. This position oversees the work quality and productivity of shelter staff as part of the team and leads by example. Ensures staff is informed of events and promotions and supports those goals. Provides excellent customer service to all clients, prioritizes solutions, and is a proactive and creative problem-solver. Provides leadership and training direction to the team; fosters a positive, team-oriented work environment; and is focused on the advancement of the welfare of the animals in our care and their placement into appropriate forever homes. Kennel Manager is responsible for recruiting, training and mentoring a productive volunteer team to support and assist the paid staff in the execution of daily kennel operations. The Kennel Manager is responsible to ensure all facility and grounds are in good working order and maintained. The Kennel Manager ensures that the operations of the kennel and staff meet HSCC's mission and Standards of Care.

### **GENERAL REQUIREMENTS:**

Be dedicated to the mission of HSCC and the welfare of animals, and:

- Work weekends, evenings, and holidays
- Respond after hours with 30 minutes
- Speak, read, and write in English
- Carry out oral and written instructions
- Proficient in MS Office and social media
- Possess positive attitude
- Perform duties under stress
- Be self-motivated
- Ability to safely lift and carry 50 pounds
- Drive van/truck
- Valid driver's license, reliable transportation, clean driving record, current car insurance
- Communicate appropriately and effectively with subordinates, managers, public
- Distinguish between breeds of animals
- Understand animal behavior enough to recognize normal and abnormal behavior
- Possess comfort/ability to work with animals of unknown disposition, medical concerns, size and strength, and aggressive tendencies

### **SPECIFIC REQUIREMENTS:**

Must be organized; have the ability to foster a positive environment and motivate subordinates; be creative in identifying improvements to processes and procedures. Must possess an affection for animals and concern for their welfare.

**DUTIES:**

- Manage, review and approve staff timesheets
- Recruit, train and mentor an effective volunteer team that works to support the operations of the shelter.
- Participate in performance reviews of staff
- Participate in all kennel hiring, firing, promotion, and disciplinary actions
- Ensure compliance with all kennel SOPs, positions & duties, and administrative policies
- Create ads, flyers, & Pet of the Day Ads for Social media campaigns (FB, IG)
- Provide shelter reports and statistics to Executive Director
- Promote and participate in fundraising activities and shelter events
- Lead by example all functions: Adoption Specialist, Kennel Technician, Animal Care Specialist.
- Other duties as assigned