

Job Description Canine Volunteer Manager



At Our Companions Animal Rescue, we believe in creating a community whose culture is built on our shared core values of **Respect, Compassion, Cooperation, Innovation, and Trust.**

We believe in **Respect** for the compelling individual needs and characteristics of the people and animals with whom we work. **Compassion** made of kindness and empathy for all living creatures which guides all our behaviors and decisions. **Cooperation** to support all participants in the work of making life better for animals and their people. **Innovation** to find new ways to solve problems that will help the most vulnerable animals and facilitate growth for our organization, so we can impact even more lives in the future. And we believe in **Trust** that all people are innately good and share our deep commitment to always do the right thing for animals and each other.

We require that those on the staff of Our Companions Animal Rescue genuinely share and express these values.

Position Description: The Canine Volunteer Manager has a key role in implementing Our Companions mission to do the right thing for animals. This position is responsible for staff supervision and overseeing the daily animal care and management of the dogs living at the Our Companions Sanctuary, with a specialty of orienting, training, and managing the canine Sanctuary volunteers.

Reports to: Sanctuary Director

Job Location: Ashford Sanctuary

Hours: Full Time, 40 hours per week, 7:00 AM to 4:00 PM Sunday through Thursday

Primary Job Responsibilities:

Staff Supervision

- Supervise staff and provide guidance, training, and feedback as needed during the workday
- Communicate any notable performance matters to Sanctuary Director
- Oversee caregivers, interns, and volunteers and their handling of the dogs.
- Ensure high standards conduct and adherences to core values among the staff.
- Participate in the writing and administrating of staff performance reviews.

Care of Dogs Living at the Ashford Sanctuary

- Provide and oversee animal caregiving including feeding, exercise, socialization, behavioral and medical treatments, and enrichment activities that evolve throughout their stay at the Sanctuary.
- Utilize Positive Training methods with all dogs including attending training classes and training the dogs off site and in the community.
- Make certain the cottages are kept extremely clean throughout the day adhering to standard operating procedures.
- Work within Our Companions computer systems including the Sanctuary software programs to collect and record data for accurate reports and required records.
- Take inventory and stock supplies as needed.

- Drive the OC vehicle, transport animals as needed and maintain the cleanliness of the animal transport vehicle.
- Promote adoptable dogs and assist with adoptions, including adoption meetings and home visits.

Volunteer Management and Training.

- Provide a customized training program for all volunteers, including any follow up training to ensure that they are comfortable and well informed.
- Oversee the volunteer program which, with the help of the Volunteer Assistant, includes organizing active volunteers, maintaining data, sending regular communications and updates about the animals, manage the volunteer schedule and manage gaps in coverage.
- Work in coordination with behavioral staff to guide capable volunteers through higher skill levels of dog handling.
- Be available by phone or email to the volunteers for questions, concerns or problems pertaining to their volunteer time.
- Manage the canine intern program, including interviewing prospective interns, completing the necessary paperwork, scheduling, and overseeing their training and work.

Secondary Job Responsibilities:

- Greet visitors in a courteous, and professional manner including conducting tours and hosting visitors during public hours.
- General office work.
- Contribute to Social Media through Blog entries and photos and videos taken.

Job Qualifications:

- Experience supervising a team of employees.
- Treat animals with care and respect.
- Ability to handle and restrain animals.
- Ability to handle and administer medications to animals.
- Ability to work independently as well as be a team player.
- Ability to create engaging written material.
- High School Diploma required. Bachelor's or Associate's degree preferred.
- Ability to drive a vehicle, and a valid CT driver's license required.
- Flexibility to attend staff meetings, training seminars, and take on additional hours including Holidays on a rotating basis.
- Possess interpersonal skills as well as oral and written communication skills.

Physical Requirements: Manual dexterity and physical ability sufficient for handling animals, feeds, supplies and equipment. Ability to lift and carry over 50 lbs. Ability to walk or stand for extended periods of time. Ability to frequently work in a bending position. Ability to tolerate animal fur and dander.

Working conditions: Exposure to animal dander, may be exposed to bites, scratches, fur and dander and contagious diseases.

Status: Salary Exempt