

Shelter Program Manager - #3726

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Company: Ellen M. Gifford Cat Shelter

Location: Boston

Category: other-general

Are you interested in a full-time program manager opportunity that will impact the lives of homeless cats?

Gifford Cat Shelter - the first free-roam, no-kill shelter in the country - ~~Shelter~~

Program Manager to help oversee a variety of shelter programs, including volunteer orientation and coordination, adoptions, intakes, foster program coordination, and more. Working closely with the Shelter Director, this critical role is focused on operational and organizational excellence.

Major Responsibilities

Oversee designated shelter programs

Interface with shelter visitors; introduce cats to the public and provide information regarding licensing, vaccinations, pet-owner responsibilities, spaying, neutering and adoptions, collect license, redemption, and adoption fees

Responsible for pet ownership and for matching the cats to potential owners; receive cats to be admitted for shelter care and be responsible for their proper identification. Release animals to their owners as directed by shelter manager

Monitor sick, quarantined, and injured cats and observe them for unusual physical and behavioral conditions, medicate if necessary; separate and control and cats that are

not getting along; assist the veterinarian or staff with vaccinations and minor medical treatments. Keep a record on the disposition of animals, perform a daily count of animals and report any condition or inconsistencies to the supervisor or veterinarian as appropriate

Complete various records and forms such as medical cards, logs of controlled medication dispensed, and daily activity sheets. Maintain a log and inventory of food and other animal supply needs

Perform cat care duties such as preparing food, feeding, providing water, cleaning and disinfecting cat areas, washing litter and food pans, sweeping and mopping floors, washing and sweeping debris from walls, beds and any other areas

Preferred Qualifications

Experience working with animals, preferably cats

Experience with program management, project management, or similar professional experience

Highly organized and detail-oriented with a take-charge attitude

Strong customer service/client-facing skills

The mission of Gifford Cat Shelter is to provide a haven for stray, abused, and unwanted cats until they are matched with their permanent loving homes. At Gifford, cats are free to roam and play. They nap in sunny windows, get plenty of exercise, and enjoy tons of love and attention while they wait for their forever homes. A no-kill shelter, Gifford believes that all cats should have a chance to live their lives free of pain and fear. No matter their story, every Gifford cat has a future to look forward to. And until they find their new homes, they'll spend their days in bright, open environments, getting all the love they need!

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