

Want to make an impact in animal welfare?

Stephens County Humane Society is searching for a dynamic, passionate, “go-getter” to become the full-time, shelter manager for our animal shelter located in Duncan, Oklahoma. This person will play a key role in our mission to give the animals in our care, “a new leash on life” through rescue, humane care and adoption.

The ideal candidate is passionate about operational excellence, takes a creative and innovative look towards challenges, and excels in day to day operations. This individual will lead our shelter team of experienced, compassionate kennel and cattery staff to provide the highest standard of care for the animals we shelter.

Animal welfare is not for the faint of heart, some days will be tough and your customer satisfaction skills will be tested – but the impact that you make on our community will outweigh the struggles. Public relations experience is key here. Interactions with adopters, donors, owners surrendering and Good Samaritans are common – with an occasional jerk.

Animal welfare is not a 9-5 Monday – Friday “sit at a desk” career. Animals may need you some evenings, weekends and holidays. Our shelter is a busy environment that often requires physical work and multitasking. Lunch breaks may be rare but we encourage frequent animal therapy breaks for all humans.

Responsibilities will include:

- Animals: Supervision of all aspects of animal care, including collaboration with our shelter veterinarian, ordering supplies, maintenance of animal database, coordinating on-site adoptions, spay/neuter days and out of state transports, creating and implementing animal enrichment protocols and, sometimes, euthanasia decisions,

- Our Team: Leading and engaging our shelter team, recruit and dismiss shelter staff, create and implement performance evaluations and rewards, supervise volunteer/foster programs
- Finance: Creating and reporting shelter operations stats to Executive Director, responsible for shelter funds, assisting with annual budget,
- Public Relations: Oversee intakes and adoptions, assist public and pets in emergency situations, ensure excellent customer service focused on maintaining and improving relationships in all aspects of public-related work, develop and maintain positive relationships with other shelters or animal control facilities
- Other: Oversee building and vehicle maintenance

Qualifications:

- Minimum three years of staff management
- Solid computer skills, including familiarity using popular programs (Microsoft Products)
- Excellent time management and communication skills
- Ability to work well with a variety of people
- Financial management skills
- Verifiable reference for past employment
- Animal shelter or veterinarian experience given priority

Specifications

- Full-time, exempt (salaried position)
- Reports to Executive Director
- Work schedule varies; regular weekend and holiday availability may be required as well as some evenings
- Occasional travel may be required to assist with transport of animals

- Salary range: \$32,000 to \$39,000 annually depending on experience, health insurance stipend, flexible time off.

SCHS is a 501©3 non-profit organization that operates an animal shelter in Stephens County, Oklahoma. We are a safe haven for homeless dogs and cats in need of a New Leash on Life, be they owner surrenders, strays or animals pulled from Animal Control facilities.

Our mission, to give animals a new leash on life, is fulfilled only through our continued dedication to five key focus areas: rescue, rehabilitation, adoption, humane outreach and education. It is our goal that each pet finds a loving, secure place to call home and that our community is empowered to create real change for the animals that need it most.

To apply for this incredibly rewarding opportunity, please email your resume to Kelly Nelson at executivedirector@stephenscountyshelter.com.