

**Save Our Cats and Kittens
498 Carmel Drive
Fort Walton Beach FL 32547
850-863-5756**

December 2019

Employment contact: Nancy Schimmer

Position: Shelter Manager

Who we are:

Save Our Cats and Kittens is a 501(c)3 not-for-profit with a free-roaming, no-kill cat shelter. We house up to 75 cats/kittens per day with more in foster care. We typically find adoptive homes for up to 400 cats and kittens. Cats and kittens are spayed or neutered before being put up for adoption. We provide information for the public in all aspects of reducing the number of cats being euthanized in our area. Our funding comes from our thrift store located on the same property, public support via donations, and fundraisers.

Position Description:

The perfect candidate will share our vision for SOCKS and our desire for improvement and growth in all areas of SOCKS' mission, be comfortable with the public and comfortable being one of the "faces of SOCKS" via all avenues of media, understand the importance of volunteers and supporters, be flexible in work schedule to include weekends and evenings as required. Clinical experience with animals or humans is required. This is a high-stress, dynamic environment. Patience will be your best asset.

Roles and Responsibilities:

- Provides oversight of SOCKS' shelter programs and facility.
- Works collaboratively with the shelter staff to recommend, review and approve shelter processes and procedures.
- Provide direction and support to full and part-time shelter staff including volunteers.
- Fosters and maintains excellent, professional working relations with staff and volunteers and functions as part of a team.
- Maintains and records accurate monthly statistics.
- Oversee maintenance of the shelter, with direction from the SOCKS Board President (Executive Director).
- Conducts an inventory of supplies with recommendations for purchase or donation from the public.
- Maintains a consistent, high quality, cat focused manner when conducting business with visitors, adopters, volunteers, vendors, and vet's offices.
- Conduct regularly scheduled shelter meetings.
- Coordinates staffing schedule to ensure the shelter is adequately staffed.

- Works a flexible schedule including weekends.
- Completes all tasks in a timely manner.
- Accepts and responds to phone calls, texts, and social media communications after regular work hours, as necessary.
- Performs other duties as assigned.

Minimum Qualifications:

- High school diploma required; associates degree preferred
- Two years of experience with animal shelter (or related) operations is required.
- Medical background a plus.
- Must be comfortable with cats and kittens.
- Knowledge of cat and kitten behavior and health strategies is required.
- Clean driving record and a valid drivers' license.
- Ability to effectively communicate both orally and written.
- Computer and software application skills.
- Proven skills in team management and supervision.
- Ability to work with minimal supervision.
- Ability to work with culturally diverse groups.
- Ability to work cooperatively with team members, board members, and community.
- Strong organizational and leadership skills.

How to apply:

Send your resume to SOCKS@saveourcatsandkittens.com, send via postal mail, or drop it off at SOCKS Shelter, 498 Carmel Drive, Fort Walton Beach FL 32547, ATTN: Nancy Schimmer. You will be contacted for a phone interview. An in-person interview will follow, as well as a trial workday.