

Aggieland Humane Society Job Description Animal Care Coordinator

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: Animal Health Manager, Chief Veterinarian

Summary

Uphold and demonstrate high-quality animal husbandry and compassionate care to all pets utilizing Aggieland Humane Society programs. Trains and supervises Animal Care Technicians, volunteers, Veterinary Assistants, and other team members as directed by executive leadership. Acts as the lead Animal Care Technician/Veterinary Assistant.

Leadership Duties

- Follow protocols and standards of care set forth by the Aggieland Humane Society and Chief Veterinarian.
- Maintain a professional and courteous demeanor at all times while working with shelter staff, volunteers, interns, and community members.
- Ensure compliance with relevant animal sheltering regulations and laws (Texas Department of State Health Services).
- Provide leadership and guidance to animal care, medical, and behavior team members.
- Direct the flow of animals within the sheltering system, following industry best practices.

Technical Duties

- Perform tasks regarding animal husbandry, comprehensive animal health, spay/neuter services, and euthanasia; train and mentor staff on these tasks.
- Perform, monitor, and record enrichment sessions, including large dog playgroups.
- Maintain inventory of animals and supplies; report findings to leadership.
- Provide compassionate and ethical care to all animals in need.
- Alert Animal Health Manager and Chief Veterinarian of pets in need of ongoing care.
- Provide feedback on adoptability of pets within the Aggieland Humane systems to leadership, continually generating objective reports on pets receiving medical or behavioral treatments.
- Other duties as assigned.

Education/Experience

- High school diploma or equivalent required; Associate's or Bachelor's degree in Animal Science/Veterinary Technology preferred.
- 1+ year of leadership/supervisory experience required.
- 1+ year of veterinary medicine or animal sheltering experience required.
- Knowledge of animal health and behavior with a focus on companion animals strongly preferred.
- Bilingual English and Spanish, preferred.

Skills/Abilities/Other Requirements

- Ability to handle the stress and fatigue of animal sheltering operations required; ability to prioritize one's mental health strongly encouraged.
- Ability to lead a team and work as a team member to promote the mission and vision of Aggieland Humane Society, encouraging positive and impactful work within the community.
- Must obtain Texas Euthanasia Technician certificate within 6 months of hire.
- Must gain proficiency in PetPoint Software.
- Ability to lead a team with honesty, trust and integrity, often through stressful situations.
- Availability to work some weekends, holidays, and evenings as dictated by shelter demands.
- Ability to lift up to 50 lbs and ability to stand for extended periods.