

INTERESTED IN JOINING OUR TEAM?

HAVA is looking for a Shelter Director. This is a newly created position within HAVA and our very first PAID position!

Position: HAVA, Shelter Director

Wage: \$1,500 per month by contract/required 25 hours per week.

Accountability: Board of Directors

Primary Interface: President of the Board of Directors

How to apply: Submit your resume and a cover letter explaining why you would be the best candidate for the job via email to hava@hava-heart.org or via postal mail to P.O. Box 243, Raymond, WA 98577. Applications are due by 5:00pm on Friday, November 27, 2020

General description of the Position:

To direct the administrative, managerial, and supervisory activities necessary to carry out the policies and goals of HAVA as outlined by the Board of Directors.

Duties and Responsibilities:

Consistent with HAVA's policies, the duties of the Shelter Director includes but are not limited to:

- Plan, organize and direct programs that carry out HAVA's goals as established by the Board of Directors
- Oversee the handling, treatment and care of all animals admitted to the care of HAVA and work in conjunction with the Animal Coordinator which includes the knowledge of animal release and evaluation; ability to administer medication and shots to animals; ability to evaluate potential adopters.
- Manage the recruiting, development, evaluation and discharge of all volunteers.
- Control and monitor all purchases and manage other fiscal and property resources as directed by the Board of Directors
- Serve as the liaison between the Board of Directors and the public and between the Board of Directors and other agencies or organizations.
- Establish, implement and direct the operational procedures of HAVA.
- Manage the maintenance of facilities, grounds and equipment at the HAVA House
- Negotiate contracts and other business matters for approval by the Board of Directors
- Prepare reports and other records as required by the Board of Directors
- Perform other duties as assigned by the Board of Directors

Work Controls:

The Shelter Director works under the general guidance of and is only responsible to the Board of Directors. The Shelter Director's primary interface to the Board of Directors for operational concerns is the President of the Board of Directors. The Shelter Director may delegate duties as appropriate, but the responsibility for the accomplishment of all duties remains with the Shelter Director.

Physical Demands:

The work may require irregular hours, including evening and weekends, as a normal part of the job.

Requirements:

The Shelter Director must meet the following requirements:

- A minimum of two years' experience working in an animal shelter, animal rights or wildlife rehabilitation center, or a non-profit agency, with preference for two years administration or supervisory experience.
- Experience working with and coordinating multiple tasks using volunteer resources, especially training and accommodating board members.
- Able to meet with the public in a tactful and diplomatic manner, communicate effectively with all individuals, and be able to objectively evaluate problems and recommend appropriate actions.
- Have a sincere interest in and knowledge of the philosophy of animal rights issues and of animal health care.
- Demonstrate knowledge of organizational and financial procedures for nonprofit agencies
- Possess strong leadership skills

Other Requirements:

Before Employment, the candidate selected must:

Have no history of domestic or animal violence/mistreatment

Must pass a thorough background investigation

Must have a valid Washington driver's license