

SpayMart – Job Description

Position Title:	Assistant Shelter Manager
Location:	Picayune Shelter
FLSA Status:	Housing, utilities, phone, internet in exchange for 20 hours work. An additional 20 hours weekly/\$8.50 per hour, totaling 40 hours per week.
Reports To:	SpayMart Director
Last Updated	January 2014

Position Summary: Looking for a motivated, energetic individual to assist with shelter operations at a large, no-kill cat sanctuary located in semi-rural Picayune, MS. This individual is a self-starter, good with people and animals, is friendly, punctual and reliable.

Operations

- Administer medications on a daily basis (oral and injectable) to include wellness.
- Inventory as it relates to animal supplies, as well as shelter supplies
- Scheduling vet appointments
- Overseeing daily operations to include laundry, housecleaning, food/water, etc.

Requirements and Qualifications

- A love of cats
- Comfortable with ferals
- Attentive to details
- Flexible and adaptable to changing priorities