

Peninsula Humane Society & SPCA

Exotic Animal Coordinator

Job Title: Exotic Animal Coordinator
Division: Operations Division
Reports To: Customer Service/Adoptions Manager and Animal Care Managers
FLSA Status: Non-Exempt/Full Time/Non-Union
Salary: \$26.44 per hour
Excellent Benefits Package Available

Summary: To provide quality care, socialization, promotion and placement of exotic pets (birds, reptiles and amphibians) that come to PHS/SPCA, usually as owner-surrendered pets. Educate the public on exotic pet issues and proper husbandry.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provide daily feeding and cleaning of all exotic pets in the shelter. Ensure that animals have appropriate enclosures.

Ensure that available exotic pets are being promoted on website, and lobby board. This may include taking digital photos of animals and writing animal descriptions.

Ensure exotic animals available for adoption are transported to Lantos Center when ready for adoption. Update all paperwork for animals prior to transport. Ensure animals are cleared medically.

Check and return calls daily for members of the public. Meet with potential adopters and help educate the public on exotic animals.

Review adopter profiles and contact potential adopters when a suitable animal becomes available; may include post-adoption follow-up calls.

Assist manager with annual budgeting process. Keep program spending within budget. Turn in monthly petty cash and credit card receipts.

Work with shelter's Support Services Manager to ensure exotic pets have necessary medical, food and misc. supplies. Purchase items needed for exotic animals at local shops when needed.

Supervise and train volunteers who will assist with daily care and socialization. Update volunteer schedules and recruit volunteers as needed

Create orientation and training schedule for new exotic animal volunteers.

Create and update Internship Program for Exotic Animal Interns. Train interns to assist with daily care.

Assist Adoptions manager with training to ensure that all Adoption staff have a basic understanding of exotic animals' needs and can make matches for members of the public when needed.

Works with shelter's Communications Manager to help create written materials for the staff and members of the public

Assist Animal Rescue & Control Department with animal cruelty investigations and pet store inspections.

Work with shelter's Humane Educator during our Summer Animal Camp program. Make presentations for campers.

Network with rescue groups and exotic veterinarians. Transport animals to adoption partners as needed.

Record and review daily animal progress notes; keep information current in Chameleon.

Answer phone calls, counter calls, officer requests and respond to information requests via email regarding exotic issues.

Troubleshoot equipment and caging for repairs and maintenance.

Ensure laws regarding domestic animals are followed as they apply to exotic animals.

Perform basic physical examination on exotic animals and understand when to refer cases and conditions to our staff veterinarian.

Develop a treatment plan for sick and injured animals with the exotic animal in-house veterinarians, when needed.

Implement established treatment protocols for individual species and conditions.

Transport or arrange transportation for exotics that must see outside veterinarians.

Schedule veterinarian exams and biweekly rechecks for animals.

Perform diagnostic work up on animals such as blood draw, labs on blood, fecal, x-rays, etc. Follow veterinarian's order such as IV, Sub Q, PO fluid therapy, gavage feeding, medications. Evaluate progress and make changes where indicated.

Evaluate animals' behavior and socialize animals where appropriate.

Euthanize and/or assist with euthanasia of animals as needed in accordance with PHS/SPCA policies and procedures.

Take lost and found reports from the public. Cross check lost and found reports.

Assist customers find alternatives to surrendering exotics to PHS/SPCA.

Maintain separate database of potential adopters, past adopters and adoption partners.

Supervisory Responsibilities:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training volunteers and interns; planning, assigning, and directing work; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good working knowledge and the ability to identify incoming exotic animal breed to ensure they have proper care, housing and diet while at PHS/SPCA. Knowledge, appreciation and respect for animals, including birds, reptiles, rodents and small animals. Ability to work with and handle animals. Highly motivated toward the welfare and humane treatment of all animals.

- Upon hire, must pass a background check.
- Upon hire, must be fully vaccinated against Covid-19 and able to show COVID Vaccination Card as proof of vaccination.
- Must possess a valid California Driver's License with a clean driving record.
- Experience supervising others.

Education and/or Experience:

High school diploma or general education degree (GED); or 1 -2 years of experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, shelter medical records and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Chameleon database software or become proficient within the first six months from hire date. Basic knowledge, or become proficient with Microsoft Office Suite and computer keyboarding skills, and data entry.

Certificates, Licenses, Registrations

Certified in euthanasia within probationary period. Must possess a valid California Driver's License with a satisfactory driving record to be insured by our insurance company.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. They include, but are not limited to the following: able to lift or move up to 50 lbs; stand or sit for extended periods of time; reach to an arm's length. The employee is occasionally required to drive.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, zoonotic disease, exposure to aggressive/feral animals and toxic or caustic chemicals. The noise level in the work environment is usually loud.

We are an Equal Opportunity Employer and welcome a diverse pool of applicants.
EOE/M/F/D/V/SO