

JOB TITLE: Kennel Manager

ORGANIZATION: Can Do Canines Assistance Dogs

CATEGORY: Animal Care

ORGANIZATION SUMMARY: Can Do Canines is dedicated to enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs.

LOCATION: New Hope, MN

SALARY: Salaried Position DOE + Benefits

TYPE: Full Time

DEADLINE: Open until filled

PRIMARY DUTIES AND RESPONSIBILITIES: Do you love animals? Do you like helping people? Join us in our mission of enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs by providing excellent care to our program dogs and their feline co-workers!

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

The ideal candidate:

- **Must have 5+ years of working with animals in a professional capacity.** Volunteer/ intern/ unpaid experience should also be included in your resume.
- **Must have managerial experience, preferably in the animal industry.**
- **Must have experience carefully monitoring canine health and administering necessary care. Previous experience working with animals in a medically responsible capacity is required.** The well-being of the kennel animals is our highest priority!
- Will be responsible for overseeing a kennel staff of 10+ people, including the Assistant Kennel Manager.
- Will perform monthly scheduling of kennel staff shifts, create "Weekend Dog Updates" sent to all kennel staff members on a weekly basis and typically daily communications with part time kennel staff members.
- Along with the Assistant Kennel manager, will perform annual reviews for kennel staff, conduct new applicant screenings, interviews and working interviews and will be responsible for resolving kennel staff personnel issues.
- Will oversee the management of the health and well-being of all the kennel dogs.
- Will conduct pre-screening of medical, food information, past behavioral issues of dogs that will be arriving to the kennel and set up all paperwork prior to their arrival.
- Will be responsible for the medical monitoring and care of all kennel dogs and will assist with the weekly medical exams given by the veterinarian.
- Will record medical notations and make computer entries regarding veterinarian exam findings and any other medical issues that arise.
- Will communicate with Program Trainers regarding kennel dog medical or behavioral issues.
- This is a hands on working position and the candidate should be able to work long hours on their feet performing physical labor, be able to lift up to 60 pounds and work outdoors for extended periods of time in all types of weather. The dogs need to go out regardless of weather conditions.
- Must be perceptive and well versed in reading canine behavior and body language.
- Must have experience integrating new dogs into a group of dogs and have excellent observation skills regarding dog-to-dog interaction and dog group management.
- Must have a willingness to be flexible enough to perform various tasks as requested and potentially fill in for shifts in the event of a kennel staff emergency.

- Must be available for staff phone calls regarding the kennel dogs on specifically designated days/evenings of the week (typically “on call” 4 days/evenings a week).
- The ideal candidate will live close to our facility. The health of our dogs (and cats) is our first priority, so your reliability and perfect attendance are crucial to the position.
- Five days/week work schedule with early morning arrival times: Monday- Friday.
- Must have the ability to communicate effectively and be able to work as part of a team. Excellent, prompt communication skills are an essential function of this position!
- Will oversee the Assistant Kennel Manager’s management of the canine food inventory, kennel crate, Vari-kennel & whelping box inventory, cleaning and organization.
- Must have excellent time management and organizational skills, demonstrate attention to detail, be able to work independently & exhibit initiative.
- Will possess a positive, friendly attitude and a genuine love of dogs!

This job is a fast paced position that requires people and dog management experience, heavy-duty cleaning of kennel runs & crates, managing groups of exuberant dogs for exercise time, bathing & grooming of dogs, ability to perform nail trims and ear cleanings as well as administer various medications etc. Feed, clean-up after, and care for two facility cats. Cleaning the kennel is an essential function of this position. We are a non-smoking facility.

HOW TO APPLY: Please email your COVER LETTER AND RESUME to hr@can-do-canines.org

In the subject line, put: Your Last Name, Your First Name, Kennel Manager. Phone calls and video resumes will not be accepted.

Applicants should be able to begin as soon as possible if hired. Tell us why you think you should be the person we hire!

- Location: New Hope, MN
- Compensation: Salaried Position DOE + Benefits
- This is a full-time job.
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!