



Job Description

Position Title: Operations Coordinator

Reports to: President, Board of Directors

Compensation: \$15.00 per hour

Schedule: Part-time, with potential to increase

Position Summary: Safe Place for Pets is seeking an Operations Coordinator to oversee the functions of animal care, facility management, and hold daily operating hours at our facility. Under direction of the President, the Operations Coordinator will direct, plan, and organize the daily operations and activities of the Safe Place for Pets facility providing leadership, guidance, and training, for day-to-day management to ensure smooth operations and to maximize the adoption potential for each animal.

Safe Place for Pets' mission is to serve terminally ill people in El Paso and Teller counties by finding forever homes for their beloved pets. We rely on dedicated and compassionate people to carry out the duties of our mission. We rehome approximately 50 animals per year and often take in senior pets.

Duties and Responsibilities

Animal Care and Pet and Animal Care Facilities Act (PACFA) Management

- Directs, supervises, and instructs volunteers in the well-being and humane treatment of animals; Supervises all aspects of the Placement process and the Placement Team
- Creates and documents the Placement policies and procedures; Administers volunteer policies and procedures as established by the Board
- Trains and onboards any new Placement volunteers and coach current volunteers on best practices
- Communicates with Placement volunteers on a regular basis, which includes facilitating a Placement meeting currently held on the second Tuesday of the month with agenda and minutes.
- Prepares or oversees preparation of monthly operating reports including intakes, current fosters, veterinary care costs, adoptions, and euthanasias for Placement. The year-end report will summarize the year for the Annual Report.
- Maintains liaison with veterinary associations and other animal rescues
- Inventory supplies needed for animals in the Placement Program and requests supplies when needed.
- Attends Volunteer Orientations to explain Placement Flow and to answer questions about animal and facility operations
- Attends monthly Board meeting (fourth Tuesday of the month) to represent Operations
- Works with Placement and Wellness volunteers to ensure proper maintenance and execution of all PACFA related materials to include: intake forms, medical release forms, euthanasia forms, etc.
- Ensures that the facility is compliant with all PACFA standards and informs the Board of any maintenance or improvements needed to stay in compliance
- Present at any and all PACFA inspections
- Assists the President in filing for the PACFA renewal annually in March

Facility Management

- Holds regular open hours at the facility at least three (3) days per week, no less than three (3) hours at a time
- Directs, supervises, and instructs volunteers in the maintenance and rules and regulations of the facility



- Contacts the landlord for critical repair requests, or other common area maintenance requests. Funnel larger lease questions to be posed to the landlord to the President
- Continually observes conditions within the facility and makes suggestions and recommendations for change or improvements to the Board
- Manage all emails and phone calls to include responding to all inquiries, following up with the appropriate coordinator for further information, or obtaining all necessary information before forwarding to the appropriate coordinator

Education, Training, and Relevant Experience

- Two years of customer service experience with one year proven supervisory experience preferably in an animal related industry; or one year of Safe Place for Pets volunteer experience
- Knowledge of animal health and well-being to include nutrition needs, resources for information, knowledge of common animal diseases, and skill in animal first aid/CPR. Ability to identify signs and symptoms of animal illnesses and injuries
- Proven emotional intelligence, work ethics and integrity skills required
- Knowledge in animal facility rules and regulations, specifically the PACFA Program, preferred
- Exemplary communication by phone, email, and in-person. Ability to effectively and efficiently run a meeting with 5-10 participants
- Proficient to advanced knowledge of Microsoft Office, specifically Excel and Word

Working Conditions

- Work hours will be flexible, but will typically include having the facility open Tuesday – Sunday between the hours of 10:00 – 2:00. This position will have varying working hours depending on scheduling of meetings and emergency situations
- Ability to handle animals that are sick or injured; frightened or dangerous animals who may display unpredictable behavior
- Frequently required to stand, sit, walk, run, jump, bend, twist, balance, stoop, kneel, crouch or crawl; reach with hands and arms; talk or hear; taste or smell; use hands to handle, feel objects, tools or controls
- Ability and comfort with transporting animals in personal vehicle in emergency situations
- Frequently lift and/or move up to 25 pounds
- Ability to work in varying temperatures and climate change
- Comfort with being the sole person at the facility during hours of operation

To apply, please e-mail a cover letter and resume to Chelbye McIntyre at president@safepets.org

Safe Place for Pets is an Equal Opportunity Employer