



**Position: Mobile Spay/Neuter Clinic Manager**

**Department: BWAR Mobile Spay/Neuter Program**

Exempt/Non-Exempt: Non-Exempt, full time position

Hours and days will vary depending on organizational needs. Includes weekend and holiday work.

Immediate Supervisor: BWAR Mobile Spay/Neuter Clinic Director

**Availability:** The Brother Wolf mobile spay and neuter clinic travels four to five days a week to neighboring communities to conduct high volume spay and neuter. The mobile clinic program manager must be available in accordance with the clinic schedule.

**General Position Summary:**

The Mobile Clinic Manager is responsible for managing one of two high volume mobile spay-neuter clinics, including scheduling, staffing, and tracking metrics to meet goals.

**Essential Function/Major Responsibilities:**

- Works collaboratively with animal shelter and rescue clients to schedule animals for surgery dates.
- Create and maintain mobile clinic travel schedule, ensuring that the clinic is scheduled to have maximum impact in the communities it is serving.
- Work with shelter partners to market clinic dates.
- Ensures clinic is meeting target surgery goals.
- Ensures appropriate record keeping.
- Collects and maintains clinic metrics, reporting results weekly to program Director and executive team.
- Completes administrative duties, including creating and updating forms and invoicing, in collaboration with program Director.
- Schedules employees in the clinic to ensure adequate staff coverage.
- Orients and trains mobile clinic staff for efficiency, compassionate/humane care and overall high work quality.
- Supervises, coaches, evaluates, and disciplines mobile clinic staff.
- Schedules all spay and neuter surgeries.
- Works with program Director to create and implement policy and procedure documents

- Maintains up to date inventory of medical supplies and submits purchase orders to program Director.
- Ensures the mobile clinic is kept clean, sanitary and organized.
- Drive 26' mobile clinic to locations and manage daily set up.
- Schedules and ensures completion of routine vehicle maintenance.
- Ensures animals are admitted to and released from the clinic in a prompt, courteous and tactful manner.
- Treats all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.
- Always maintains a friendly demeanor and provides excellent customer service while assisting with adoptions, volunteers, fosters, or other BWAR staff.
- Promotes a humane and caring attitude toward all animals.
- Fills in for other areas and performing other tasks/functions as needed, including helping out at special events.

**Qualifications:**

- 2 years of prior experience working in the animal welfare field
- 2 years experience supervising/managing others
- Experience caring for and handling animals in a safe and effective manner, especially large or untrained animals, and including animals with unknown disposition and those who exhibit medical and other problems, as well as aggressive tendencies.
- Knowledge of contemporary clinic maintenance techniques and accepted sanitary practices
- Knowledge of animal behavior.
- Fear Free Shelters certification preferred.
- Excellent interpersonal, communication, customer service, and time management skills essential.
- Genuine affection for animals, concern for their welfare, and a willingness to accommodate animals in the workplace.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, excellent judgment, and a professional, personal appearance.
- Ability to read, write, and understand English is required.
- At least 25 years of age with no moving violations or traffic citations in accordance with insurance requirements.
- Demonstrate the Brother Wolf mission, values, and vision.

**Physical Requirements:**

- Physical ability to walk and or stand on your feet throughout a normal workday required. Ability to bend and squat.
- Physical ability to engage in repetitive motions of legs, arms, and hands and to hear and see clearly.

- Physical ability to push up to 150lbs and to carry up to 50lbs regularly and independently throughout a regular workday required.
- Allergic conditions, which may be aggravated when handling or working with animals, may be a disqualification.

**Working conditions:**

Conditions may include working alone, working inside or outside during varying weather conditions, frequent interruptions, and some evenings/weekends meetings and classes.

Potential environmental factors include:

- Exposure to chemical and biological hazards, such as feces and blood
- Exposure to sharp objects
- Working in environments that include loud noises
- Working in environments that may have uneven, wet, and slippery surfaces

To apply, email cover letter and resume to [holly@bwar.org](mailto:holly@bwar.org).

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