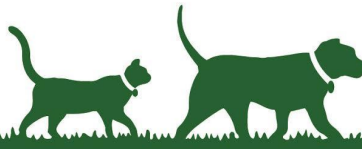


CENTRAL MISSOURI HUMANE SOCIETY



Position Title: Feline Care Manager

Report To: Operations Manager

Hours: Full Time

Salary: To be discussed

Qualifications: Candidate is required to have a high school diploma or GED. Candidate must possess extensive knowledge of animal welfare, cat behavior and care in a shelter setting. Candidate must have management experience. Flexibility to work both weekdays and weekend shifts, with Saturdays being mandatory, and any additional time needed to fulfill the mission. In addition, candidate must display excellent organizational skills and attention to detail. Candidate must understand and support the Central Missouri Humane Society's goals, philosophy and mission.

Occupational Hazards: Animal hair and dandruff, possibility of domestic and wild animal bites. Exposure to potentially communicable diseases, such as ringworm, rabies, etc. Exposure to chemicals such as detergents, bleach, etc. Applicants should be free of allergies, asthma or back problems and be able to lift over 50lb.

Duties and Responsibilities: The Central Missouri Humane Society Feline Care Manager is responsible maintaining a clean and safe environment and providing humane care and treatment for the cats and small animals housed at CMHS.

- Responsible for the safe, humane, sanitary, cost-effective and efficient operation of Cat Room, Cat Isolation and Small Animal Cages
- Ensure that all accountable locations are stocked properly for the efficient operation of the shelter. Maintain and operate safe, clean and humane cattery and small animal areas
- Ensure all cats are enriched and behavioral needs are met

- Communicate any animal health or temperament concerns to the Operations Manager or Veterinary team
- Oversee the Barn Cat program
- Work closely with the Foster Coordinator to ensure that onsite foster operations are maintained
- Provide in-person foster training, when needed, and assist with pick up and return of foster animals
- Other duties as assigned by Managers

Human Resources/ Personnel Management

- Responsible for training and supervising of cattery and small animal staff and volunteers
- Ensure all accountable areas are prepared in a safe, clean and humane manner in anticipation of opening to the public
- Notify the Operations Manager of staffing issues in cattery and small animal areas. Motivate and maintain a positive working environment for cattery staff, volunteers and community service workers

Community/ Customer Service

- Maintain the professional image of the organization
- Represent the organization in the community by attending community or professional meetings when requested
- Assist in the operational needs and safety concerns of cattery staff
- Ensure that clients, visitors, volunteers and community service workers are provided great customer service during all shelter activities

Animal Welfare

- Ensure all cats are properly vaccinated while housed at CMHS
- Complete veterinary checks reporting any conditions, injuries or abnormalities
- Oversee the behavior assessments of all cats to determine proper placement
- Work with the Operations Manager and Foster Coordinator to determine proper placement is made for all animals in a timely manner
- Determine proper housing location for all cats and small animals. Ensure proper placement is changed in the animal record once an animal is relocated

- Communicate with the Veterinary team the sterilization needs of community cats. Ensure the community cats are released in a timely and humane manner
- Determine cats to be placed in the barn cat program
- Report any upkeep or necessary repairs in cattery or small animal area to the Operations Manager

Administrative

- Monitor cat records to ensure all medical procedures and behavior tests are entered properly into the system
- Prepare program reports as required or requested
- Attend workshops and seminars to maintain membership in pertinent professional organizations and network with other organization professionals as directed by Executive Director
- Comply with rules and regulations of CMHS as set out in the most recent employee manual
- Ensure all cat information is up to date on CMHS website

All other related duties as assigned. Such identification in no way restricts the employer's right to alter the job as previously held.

Revised August 2026