

**North Jersey Community Animal Shelter  
23 Brandt Lane, Bloomingdale, NJ 07403  
973 850-6767**

***Part time Shelter Supervisor position available***

**Animal shelter supervisor** establishes and coordinates work schedule to expedite accomplishment of essential tasks, provides instructions to workers, examines work results and recommends training needed to the Animal Control Department so to improve shelter staff performance. Coordinates veterinarian appointments for spay/neuter. Examines ailing animals for defining need medical care of veterinarian services.

Also assists prospective owners in selection of animals for adoption. Reviews and approves of adoption applications. Advises new owners of pet-examination services. Maintains list of prospective dog owners contacts them when desired type of dog is available. Informs owners reclaiming as well as adoptive owners of pet-license procedures. Collects fees for reclaims and adoptions providing receipts.

Animal shelter supervisor develops work plans assigns priorities for organizational units. reviews shelter practices and procedures to make sure efficient economical use of resources. Provides follow-up on animal adoptions.

The right candidate should be animal savvy, have the ability to work in a fast-paced environment overseeing staff, volunteers and the public. If the above criteria matches your abilities email a resume to [lperry@bloomingdalenj.net](mailto:lperry@bloomingdalenj.net) You may follow up with a phone call to the Director of Animal Control Services, Lisa Perry 973 838-8959