



JOB DESCRIPTION

Job Title: Kennel / Cattery Supervisor

Reports to: Centre Director

Job Summary: **Supervision of volunteers**
 Daily canine and feline care, handling, training, feeding, hygiene & exercise
 Canine management
 Maintenance

Responsibilities:

Supervision of Volunteers

- The allocation and conduct of work within the kennels/cattery including supervision and hands-on practical training of volunteers
- Works closely with the Volunteer Coordinator to determine volunteer staffing needs and to promptly address volunteer performance concerns, conflicts, or feedback
- Ensuring all health and safety measures and procedures are observed and adhered to by volunteers and the general public within the centre, reporting any accidents or incidents promptly and correctly in accordance with the Centre procedures

Canine and Feline Care & Handling

- Ensures animals receive adequate food, water, enrichment and exercise
- On-going assessment, in conjunction with other staff, of animals within the centre with respect to their health, welfare, general condition and suitability for rehoming. Drawing to the attention of centre veterinarians any animals not considered to be fully healthy or considered to require veterinary attention
- Ensures that treatments and medications are administered in the prescribed quantity at the specified intervals
- Co-operates with centre veterinarian instructions
- Provides training in animal handling to volunteers and visitors, and ensures all animals are handled in a safe, compassionate, and positive manner
- Assists with off-site animal trapping, transportation, and/or veterinary clinics as needed

Cleaning and Sanitation

- Ensures sanitation and disease control protocols are adhered to
- Performs and monitors daily cleaning and sanitation of animal housing and walkways
- Ensures the centre and surroundings are kept in a clean, tidy and presentable standard to the public, and secure at all times

Canine Management

- Responsible for selecting, integrating and monitoring dogs in packs
- Monitors animal behaviour

- Performs and monitors dog training, handling, socialisation and exercise
- Works closely with the Adoptions Manager to achieve successful re-homing

Maintenance

- Assisting with stock control of equipment/tools, feeding and cleaning supplies
- Regular inspection of all equipment within the centre, with early reporting of any defects or deficiencies found
- Ensure the 'maintenance list' is kept up to date and be able to prioritise tasks
- Performs general centre maintenance and repairs
- Recommendations for building improvements
- Organises and oversees any external contractor work

Other Duties

- Represents LAW in a professional and courteous manner at all times
- Stays abreast of industry standards in shelter operations and makes recommendations for improvement
- Keeps the General Manager fully informed of any centre operations and concerns
- Conducts tours and assists with community outreach and fundraising events as needed
- To undertake other duties as required by the General Manager
- Drive the centre vehicle on charity business, where necessary, as directed by the General Manager
- Referral of the following decisions to the General Manager: authorisation of expenditure, authorisation of euthanasia and admission/discharge of animals

Requirements

- Understanding of and commitment to the mission of Lanta Animal Welfare
- Pragmatic approach to animal welfare
- Experience leading and supervising a team
- Good communication skills
- Fluent English speaking
- Good client care skills
- In-depth animal care experience within an animal rehoming centre, vets or private boarding kennels
- Extensive dog handling and knowledge of dog behaviour in groups
- Confident in use of most common maintenance tools.
- High level of physical fitness and strength
- Drivers license and ability to ride a motorbike

Desirable Qualities

- Knowledge of the Thai language and a good understanding of Thai culture
- Previous experience working in Asia
- Good general standard of education
- NVQ Level 3 in Small Animal Care desirable
- Veterinary Nursing qualification/experienced desirable
- Dog catching experience

Benefits:

- 15,000 THB/month. (This is a good salary in Thailand)
- 1-year minimum contract, of which the first 3 months will be a trial period for both parties.
- Free basic fan-room accommodation with wifi, in a house with shared kitchen & bathroom. (you can see pictures here:

[https://www.facebook.com/media/set/?set=a.10153184871140240.1073741877.404959795239&type=](https://www.facebook.com/media/set/?set=a.10153184871140240.1073741877.404959795239&type=3)

If you choose to live off-site this will be at your own expense

- 21 days holiday, per year.
- 1 day off per week, 2 days off every 2nd week.
- Staff price for food and drinks at Time for Lime.

How to apply:

Send us:

- A cover letter in English
- When you could start
- A detailed resume (incl. qualifications + work experience)
- At least 2 references with telephone numbers whom we can contact [1 must be your last place of employment]
- Skype contact name and other contact info
- A recent photo of yourself

Application deadline: April 10. 2016

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www.facebook.com/lantaanimalwelfare

www.lantaanimalwelfare.com

Location:

KohLanta in southern Thailand, near Krabi and Phuket is a lovely island which has managed to maintain its own personality and special qualities despite the fact that more and more people have recently discovered the island's attractions. This is a place where you can unwind and enjoy a relaxed atmosphere, good (and cheap) food and beautiful beaches. Great scuba diving, Yoga, bicycling and more. You will work from our Centre at Pra-Ae (Long Beach), a 7 min. walk to the nearest beach.