



Pawsitive Match Rescue Foundation

SHELTER DIRECTOR

The Role

Location	Remote/On-Site	Reports To	Board of Directors Shelter Coordinators Supply Coordinators
Weekly Time Commitment	20-25 hrs, variable	Direct Report(s)	Shelter Educator Intakes/Imports Team Behaviour Coordinators Transport Coordinators

The Shelter Director oversees and leads the operations of Pawsitive Match Rescue Foundation's shelter facilities. This leadership role ensures the smooth functioning of daily shelter activities, fosters collaboration with other teams, and serves as a key decision-maker for shelter policies, animal care standards, and intake processes. The Shelter Director is instrumental in providing a safe and caring environment for animals awaiting adoption while upholding the organization's values.

The Responsibilities

- Oversee the complete operation of the shelter facility in alignment with the organization's mission and policies.
- Work with House of Paws (HoP) Coordinators to manage emails throughout the day and respond appropriately.
- Coordinate with HoP Coordinators to manage volunteer scheduling, ensuring an appropriate number of volunteers based on the number of animals.
- Maintain adequate supply levels at HoP to ensure the shelter remains well-stocked.
- Address volunteer and HoP Coordinator concerns in a professional and timely manner.



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- Attend behavioural training sessions for shelter animals whenever possible.
- Collaborate with Intakes, Transport, Foster, and Medical teams to ensure smooth shelter operations.
- Communicate regularly with the Board of Directors, providing updates on shelter needs, challenges, and achievements.
- Attend all scheduled board meetings and take on board-specific tasks as required.
- Act honestly and in good faith in all actions and decisions, prioritizing the best interests of the rescue.

The Person

- A community member in good standing.
- Strong team player with excellent leadership and organizational skills.
- Exceptional communication skills, with the ability to correspond via email in a friendly and professional manner.
- Ability to check emails and WhatsApp chat daily to stay informed and responsive.
- Strong interpersonal and communication skills to build relationships with board members, coordinators, volunteers, and community members.
- Willingness to learn and accept constructive feedback from stakeholders.

Experience & Qualifications

- Experience working with rescue animals is an asset.
- Knowledge of shelter operations, standards, and best practices in animal rescue is an asset.
- Training & Mentorship Experience is ideal.
- Animal Related Skills - Dog/Cat Behavioural Assessment and Training is an asset.



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- Animal Related Skills – Basic to Experienced Animal Handling skills is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Professional Writing and Communication Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Event Planning & Coordination is an asset