



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: Equine and Livestock Coordinator

Reports to: Assistant Executive Director

Supervises: Coordinates staff and volunteer efforts

Hours: Variable based on animal population

Pay Rate: Based on experience

Scope of Position: Responsible for providing high-quality customer service to the general public and providing counseling and education regarding DCHS policies and animal welfare issues. Oversee the general operations of DCHS's equine and livestock program and barn facilities.

Duties and Responsibilities:

Communication with the public

50%

- Counsel, educate, and help match adopters to new pets that satisfy their needs.
- Assist customers with questions and refer them to appropriate resources.
- Coordinate with rescue organizations and sanctuaries to transfer animals.
- Respond to phone calls and emails promptly and professionally.
- As needed, represent DCHS at mobile adoption and other public events.
- Comply with all DCHS policies, procedures, and protocols.

Internal communications, maintaining accurate paperwork and computerized information

25%

- Work with other DCHS team members to efficiently serve customers.
- Advise and consult with appropriate shelter staff regarding animal medical and behavior concerns.
- Provide training and be a resource to other staff and volunteers regarding policy and procedures with an emphasis on equine and livestock.
- Complete cash register transactions.

- Communicate effectively and completely on all documentation, including date, time, and initials for every note or memo written.

Animals Care

25%

- Consult with other departments to determine diet, care, and socialization needs of equine and livestock.
- Arrange and assist at veterinary and farrier appointments.
- Oversee and implement behavioral medication and enrichment plans for equine and livestock.
- Respond quickly to animal medical and behavioral concerns.
- Transport animals when needed.
- Consult with other departments to determine needed supplies and equipment.
- Coordinate temporary animal housing and care plans at foster farms or boarding facilities.

Qualifications/Requirements:

- High school or equivalent education. College degree, advanced training and/or experience preferred. Relevant professional, volunteer or personal experience will be considered.
- Excellent public relations and communications skills.
- Computer literacy required.
- Excellent organizational skills.
- Proven ability to relate to a diverse population.
- Friendly and positive attitude.
- Proven ability to multi-task and work under pressure.
- Critical evaluation and observation skills.
- Practical knowledge of equines and livestock.
- Thorough understanding and dedication to the philosophies of animal welfare and Dane County Humane Society (can be developed in position).
- Ability to squat, lift, and bend.
- Valid driver's license and a good driving record.

To Apply:

Please send resume and cover letter or application to Doug Brown, Assistant Executive Director, at dbrown@giveshelter.org as soon as possible for best consideration. Position open until filled.

Dane County Humane Society is an Equal Opportunity Employer. At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.

