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Job Description

**Position Title:** Animal Care Supervisor

**Position Reports to**: Director of Animal Care

**Full Time/Part Time**: Full Time

**Date:** October 18, 2021

*Primarily Primates, Inc. (PPI) does not and shall not****discriminate****on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*Primarily Primates, Inc. (PPI) provides lifetime care and housing for native and non-native homeless, abused and abandoned animals, mostly primates, saving them from death or continued exploitation. We are not open to the general public and do not breed, sell, trade or use animals commercially.

Primarily Primates was founded in 1978, making it the first primate sanctuary in North America and the first to rescue chimpanzees requiring lifetime care following medical research. PPI’s devoted staff supports all dimensions of animal life from diet to medical care to social-behavior management. Staff perform daily animal assessments, including behavior & physical checkups, for illness prevention and social-behavior management.

**Position Overview**

The Animal Care Supervisor monitors and reports on all aspects of animal care to ensure the best possible environment for each and every animal. The AC Supervisor is part of the Animal Management Team which includes the Animal Care Director and the Executive Director. Under the supervision of the Animal Care Director, the Animal Care Supervisor assists in providing training, structure, and assignments to the Animal Care Staff. The Animal Care Supervisor reports directly to the Animal Care Director. While the tasks of the Animal Care Supervisor will vary according to the needs of the animals and the Sanctuary on any given day, it may include any combination of the following:

\*Assists the Animal Care Director in supervision and management of all Animal Care staff
\*Reviews and edits standard operating protocol as assigned by the Animal Care Director
\*Manages all aspects of animal care and the Animal Care Staff in the ACD’s absence
\*Regularly communicates with the Animal Care Director and the Executive Director and attend meetings as needed
\*Works animal caretaking shifts regularly and evaluates the section functioning

\*Is familiar with all Sanctuary residents and able to provide information about individual animals, species, behavior, habitat, or facility
\*Continues to develop skills by professional development, reading relevant books, and seeking out other sources for education
\*With the supervision of the ACD, provides structure and sets expectations for Animal Care Staff
\*Regularly conducts evaluations of all aspects of animal care, including checking on the work of caretakers always with safety and animal health in mind.
\*Participates in on-site working interviews for caretaking staff recruits
\*Manages all animal care staff in the absence of the Animal Care Director
\*Along with the Animal Care Director, unlocks enclosures as needed
\*Facilitates and communicates with veterinary professionals and follows prescribed treatments
\*Supervisors others in the completion of their medical duties
\*Maintains accurate animal records including individual animal files and databases
\*Helps create enrichment opportunities for others
\*Evaluates all enclosures for safety
\*Assists the ACD in evaluating staff
\*Assists in training caretakers in different sections and participates in the evaluation of whether a staff member is ready to move forward in cross-training
\*Work with Animal Care Director and Office Staff to order needed items of all types according to a schedule
\*Follows all prescribed organizational systems developed by Office Staff
\*Uses and helps develop forms as needed
\*Completes any paperwork related to Animal Care
\*Discusses with other staff any animal needs and escalates as needed
\*Use, care for, maintain, repair, and monitor others in the use of any equipment
\*With ED and ACD, assist with animal introductions, catch-ups, or any other necessary procedure
\*Represent PPI professionally and with skill
\*Observe animals for behavioral maladaptation, notify ACD
\*Corrects inappropriate caretaker behavior and notifies ACD if a formal intervention for any staff issues is necessary
\*Assigns projects to Animal Caretaking Staff
\*Works closely with Maintenance and provide work orders for needed intervention
\*Attend to special projects as designated by the ACD or Executive Director
\*In an emergency, one of the first to respond. In the case of an Animal Escape, the ACS immediately informs others and is a designated leader in the recapture process

**Minimum Qualifications:**
\*Ability to work fulltime and regular overtime (at least 40 hours per week).
\*At least 1 year supervisory experience strongly preferred
\*Ability to work weekends, holidays, and additional hours as needed
\*One year of experience with exotics, avian and primate experience preferred
\*Demonstrated good judgment & decision making skills
\*Degree in biological sciences preferred (Wildlife Biology, Zoology, Primatology, especially preferred)
\*Proof of a COVID Vaccination, a tetanus vaccination, and negative TB test
\*Ability to work under challenging physical conditions and perform strenuous duties in extreme weather
\*Ability to lift 50 pounds
\*Possess a valid driver’s license
\*Capability to demonstrate responsible behavior and work with minimal supervision
\*Be team oriented and enthusiastic about work with animals

*Must be able to provide proof of a negative TB test and receipt of the tetanus and covid-19 vaccines.*

**Interested applicants should send resume and cover letter to: krystal@primarilyprimates.org**