



Dog Shelter Coordinator (Inventory Logistics)

The **Dog Shelter Coordinator** plays a critical role in the daily operations of our Dog Program. By ensuring that nutritional, medical, cleaning, and enrichment supplies are consistently stocked and organized, you directly enable our team to provide life-saving care. This role is ideal for a detail-oriented individual who thrives on collaborative problem-solving.

Reports to: Dog Volunteer Manager

What You'll Do:

- **Inventory Oversight:** Conduct bi-weekly (or at least weekly) audits at the shelter to monitor and track shelter inventory levels, ensuring stock of essential items.
- **Food Organization:** Maintain the food storage areas in a systematic, user-friendly manner for shelter volunteers; clearly delineate between in-house supplies and community food bank donations.
- **Supply Chain & Logistics:** Liaise with food donation partners and coordinate with volunteer drivers to manage periodic pickups and deliveries.
- **Team Collaboration:** Partner with the Dog Medical, Foster, and Adoption Coordinators to forecast upcoming supply needs and execute procurement orders.
- **Donation Management:** Systematically categorize and distribute incoming donations.
- **Event Support:** Curate and prepare surplus inventory for "Community Day" giveaways.
- **Advocacy:** Serve as a dedicated ambassador for EHS and animal welfare. Promote a humane, compassionate, and respectful attitude toward all animals in every interaction.

Key Success Metrics

- **Inventory Accuracy:** Maintenance of a real-time, accurate tracking system for all shelter supplies.
- **Operational Efficiency:** Minimal disruptions to shelter operations due to supply shortages.

Qualifications and Experiences Desired:

- Strong organizational skills
- Ability to lift and arrange dog food bags (20kg)
- Strong written communication skills
- Efficiency with managing e-mails
- Demonstrated ability to collaborate effectively
- Polite and professional manner
- Ability to use common business software including Google Suite (e.g. Drive, Sheets) and Microsoft Office products

To apply contact: dog.senior.manager@etobicokehumanesociety.com