



**ALTERED TAILS**  
**BARNHART CLINIC**  
Affordable Spay + Neuter

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Phoenix, AZ 85021  
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7246 E Main Street  
Mesa, AZ 85207  
P: 480-807-1200  
F: 480-807-0415

[www.alteredtails.org](http://www.alteredtails.org)

### **Board of Directors**

Dick Barnhart  
**Chair**

Melissa Williams  
Catherin Crandall  
Jeff Hollahan  
Dan Williams  
**Members**

Altered Tails Barnhart Clinic is a non-profit 501(c)(3) organization that provides high quality high volume spay/neuter services. Altered Tails began as a small mobile clinic performing spay/neuter surgeries out of a garage in 2003. Since then, the organization has been scaling to meet the customer demand for affordable spay/neuter services across our communities. Altered Tails is currently the largest non-profit spay/neuter organization in Arizona. Operating out of our two brick and mortar locations, we leverage our experience and robust operating budget to fix more than 25,000 cats and dogs annually. And we are just getting started.

**Our Mission:** Provide accessible and high quality spay/neuter services for companion animals, as well as free-roaming cats, which dramatically reduces the use of euthanasia as a means of animal population control.

**Our Goal:** To expand our success throughout Maricopa county and Arizona.

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### **Altered Tails Veterinary Clinic Manager – Two positions available**

One clinic manager for each location – Phoenix and Mesa

Please send resume and cover letter to Director of Operations – [sarah@alteredtails.org](mailto:sarah@alteredtails.org)  
Please indicate which location you are applying for – Phoenix Clinic, Mesa Clinic or Both.

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- Job Type: Full-time
  - Location:
    - Phoenix Clinic – Hiring one clinic manager
    - Mesa Clinic – Hiring one clinic manager
  - Benefits:
    - 401(k)
    - Dental insurance
    - Employee discount
    - Health insurance
    - Life insurance
    - Paid time off
    - Vision insurance
  - Schedule:
    - 10 hour shift
    - 4x10
    - Tuesday – Friday, and one Saturday a month.
  - Supplemental pay types: Bonus pay



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## Altered Tails Veterinary Clinic Manager

**A four-day workweek, surgery only, and helping those in need!**

**No nights, no on-call, no rooms!**

Altered Tails is Arizona's largest non-profit high-quality, high-volume spay/neuter clinic that provides services to our local community in-need, leading to immense professional and emotional gratification for our staff. We work with multiple outreach programs to help serve all pets and their people in Maricopa County with affordable options. This job will never be just another "day at the office". It will be your best job ever!

In addition to rewarding work and amazing hours, we also offer:

- Generous PTO, with the ability to take it, and production bonuses for all staff!
- Benefits that begin the first day of the month after your employment begins (medical, dental, and vision insurance, with multiple deductible options and HSA/FSA options).
- A solid team that cares about each other. We hire for attitude, not just skills. We will teach you and you will teach us.

**We are also a qualifying employer for the Public Student Loan Forgiveness program!**

What we will need from you:

- Exemplary patient care is paramount!
- Minimum of two years of related management experience.
- Ability to understand and adhere to established policies, procedures, and protocols.
- Proficient in computer applications, including email, MS Office Suite, Clinic HQ (training provided where needed).
- Ability to produce and assimilate comprehensive data reports
- Excellent time management of daily responsibilities for clinic expectations
- Excellent written/oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm.
- Ability to maintain confidentiality
- Good judgment with the ability to make timely and sound decisions
- Previous veterinary technician/assistant experience is a bonus
- Ability to manage, cultivate, and maintain a positive work culture

Most importantly, we are looking for someone who works well with others, enjoys a fast-paced environment and is eager to learn.

Thank you for your interest in becoming part of the Altered Tails team.  
Please send resumes and cover letter (optional) to [sarah@alteredtails.org](mailto:sarah@alteredtails.org).