

STAFFING CAPACITY

Staffing capacity is the number of personnel needed to provide for basic animal husbandry needs (i.e., feeding and cleaning), on average, in a given day. It can be determined by personnel type (e.g., staff vs. volunteers), by section (e.g., adoption, holding) or by entire shelter depending on your needs. Knowing your staffing capacity is key to operating within your capacity for humane care and can guide budgeting and staff and volunteer recruitment efforts.

So, how do you determine your staffing capacity?

$$\begin{aligned} &\text{Staffing capacity}^* = \\ &\text{Average \# of animals housed per day} \\ &\times \\ &0.25 \\ &\div \\ &\text{\# of hours per shift} \end{aligned}$$

*Calculation determines the number of people needed ONLY for feeding and cleaning, allowing for 15 minutes per animal per shift. It does not account for tasks such as training, exercise, customer service, etc.

Now what do I do?

1. Identify the average number of animals maintained in the housing area of interest.
2. Multiply the number entered in Step 1 by 0.25 to determine the number of hours per day needed for feeding and cleaning.
3. Divide the number obtained in Step 2 by the number of hours in which all feeding and cleaning tasks need to be completed.
4. Divide the number obtained in Step 3 by 8 to determine how many full-time-equivalent personnel are needed to complete feeding and cleaning in the desired number of hours.

Optional:

1. Enter the number of full-time equivalent personnel you currently have available.
2. Subtract the Total FTE obtained in Step 4 above, from the total number of personnel currently available to determine how many additional personnel hours need to be recruited

Number of animals: _____

Number of hours per day: _____

Number of hours per shift: _____

TOTAL FTE: _____

Total FTE available: _____

Additional FTE needed: _____