



Job Title: Behavior Coordinator
Department: Behavior
Reports To: Animal Behavior Manager
FLSA Status: Non-exempt, hourly

Summary

This position provides training and socialization to the canines in our care via organized play groups, provides accurate behavioral assessments through evaluations of both dogs and cats, provides daily enrichment to both dogs and cats, recommends appropriate behavior modification as needed, and teaches animal training classes as directed by the Animal Behavior Manager. This position works closely with staff to assess and identify the behavioral needs of dogs and cats in our care, assists animal care staff in incorporating training and enrichment into their daily interaction with the dogs and cats, and provides animal care staff, public, and volunteers with training to build their skill set. Actively contributes to the lifesaving efforts of League. Attention to detail, ability to work as a team and independently, and proper record keeping are essential.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Animal Behavior Manager.

- Must be comfortable working with **dogs and cats** of all breeds, sizes and temperaments.
- Develop and conduct training programs for staff and volunteers as directed by the Animal Behavior Manager.
- Maintain specific training plans with individual dogs and cats to increase their adoptability.
- Train staff and volunteers in safe handling practices.
- Communicate with staff and volunteers through via in person, telephone and email to assist with behavioral concerns.
- Actively work on specific training plans with individual animals to increase their adoptability.
- Work closely with staff and volunteers to identify behavioral needs of individual animals and implement specific behavior modification, training and enrichment plans to address those needs.
- Provide playgroups for all eligible canines in our care based on the Dogs Play For Life model.
- Provide accurate and safe dog testing to assess the play styles of dogs for the play groups.

- Provide accurate behavioral assessments for animals in our care using Meet Your Match (MYM) and Behavior Checks to identify any training or behavioral needs.
- Provide behavioral counseling and advice to adopters and pet owners in person, over the phone, and/or through email.
- Provide support and information to other departments as needed.
- Provide daily enrichment for shelter animals.
- Maintain electronic training logs via Chameleon database, Excel, and Word documents.
- Create, maintain and update records/profiles in Chameleon database.
- Move animals through the system to their appropriate status.
- Communicate regularly and effectively with clients, co-workers, manager and volunteers.
- Keep inventory of supplies used/needed.
- Maintain a clean and organized work environment.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of one year of animal experience in a shelter environment or similar.
- Minimum of one year training experience with positive reinforcement methods is preferred.
- Working knowledge of common behavior problems in companion animals as well as learning theory is preferred.
- Background and/or certification in behavioral evaluation and animal care is preferred
- Ability to plan and execute programs relating to behavioral modification and training.
- Moderate to high level of comfort with public speaking and curriculum production is required.
- Experienced and comfortable handling dogs and cats of all breeds, sizes and temperaments.
- Excellent communication and customer service skills.
- Ability to maintain personal boundaries in the face of highly emotional situations.
- Ability to stand for long periods of time.
- Must support the League's mission, policies and practices.
- Must be able to provide accurate information to the public at all times.
- Prior experience with animal protection, handling and/or sheltering
- General knowledge of care, cleaning and keeping of domestic dogs and cats.
- High level ability to multi-task, organize and perform detailed tasks efficiently and with accuracy.
- Ability to be diplomatic and informative.
- Ability to work effectively and efficiently as a part of a team or independently as needed.

- Ability to effectively manage departmental volunteers.
- Must be available to work weekends.

Additional Preferred Qualifications

- CPDT- KA (certification is required within 12 months of employment)
- Bilingual
- Familiarity with Meet Your Match
- Familiarity with Chameleon shelter database

Education and Experience

- High School Diploma, GED, or higher
- At least one year of animal behavior evaluation related experience and/or training; or equivalent combination of education and experience.

Computer Skills

- Working knowledge of publishing programs
- Working knowledge of Microsoft Office

Materials and Equipment Used

- Hoses with and without pressure attachments
- Computer, printer, copier, scanner
- Hand tools (i.e hammer, screwdriver, pliers)
- Leashes, Collars, Harnesses
- Control Sticks, Snap Snares
- Wheeled Carts

Physical Demands

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is consistently required to stand, move, and kneel or crouch. In addition the employee is constantly required to talk, hear and use hands for grasping, reaching and other operative tasks. The employee is required to stand and sit frequently. The employee will also be required to bend neck and twist body. The employee will be required to consistently lift an animate or stationary object of up to 50 pounds.
- Required to speak in front of people in large and small gatherings for possibly long periods of time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is frequently exposed to an indoor office environment as well as outdoor weather conditions. The employee is frequently exposed to animal odors and animal fur.
- The noise level in the work environment is usually moderate to loud.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name _____

Date _____

Employee Signature _____