



JOB POSTING

POSTING DATE: 04/21/2022 **POSITION:** Animal Behavior Program Coordinator
STATUS: FULL TIME/NON-EXEMPT **BASE PAY:** \$17/HR
REQUIRED EXPERIENCE: 6 months to 1 year supervisor experience
REQUIRED EDUCATION: CPDT-KA certification or equivalent

JOB DESCRIPTION

This position will report directly to the Kennel Supervisor. The Animal Behavior Program Coordinator is primarily responsible for developing, implementing and monitoring all programs intended to identify, correct and prevent problem behavior in cats and dogs. This includes overseeing the volunteer dog training team, development and implementation of shelter behavior and enrichment programs, and the development and coordination of trainings for staff and volunteers on animal behavior, safe handling, and enrichment activities. This position will also assist with the supervision of the Kennel Technicians alongside the Assistant Kennel Supervisor.

Principal Duties and Responsibilities:

- Develop, implement and monitor all programs intended to identify, correct and prevent problem behavior in cats and dogs
- Instruct and train staff and volunteers on the topics of animal behavior, signs of behavior decompensation, safe handling, and enrichment
- Act as shift supervisor in the absence of the Kennel Supervisor and Assistant Kennel Supervisor
- Coordinate, schedule, and instruct group and individual shelter pet training classes utilizing the assistance of staff and volunteers
- Design individual training programs, as needed, for shelter animals to improve behavior and increase chance for adoption
- Perform temperament evaluations, as needed, for shelter pets
- Provide referral information and advice on animal behavior issues, training methods and training equipment
- Maintain oversight of the Volunteer Dog Training Team
- Oversee staff and volunteer trainers as they work with individual animals
- Work with Kennel supervisor to schedule group (and individual, if necessary) training with staff and volunteers
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- All other duties as assigned

Required Skills

- Ability to work independently and effectively with other supervisors and frontline staff in order to accomplish daily tasks as well as strategic plans
- Strong customer service skills and ability to adapt to a variety of unexpected situations
- Ability to design and teach relevant classes to staff and volunteers
- Effective written and verbal communication skills
- Strong organizational skills
- Effective record keeping ability
- Ability to assess and evaluate new animal training/enrichment methods and equipment
- Knowledge of cat and dog breed characteristics and behaviors
- Skill in animal restraint and handling techniques
- Ability to interpret animal body language

Minimum Knowledge and Skills required by the Job:

- Required CPDT-KA certification or equivalent within 6 months from date of hire
- Literate in Microsoft Office
- Familiarity with Pet Point Data Management System preferred
- Valid Texas Driver's License and insurable driving record
- Knowledge or ability to learn basic symptoms of common animal diseases

Work Environment

- Potential for exposure to zoonotic diseases
- Exposure to high noise levels
- Potential for animal bites and scratches while handling animals

Physical Requirements of the Job:

- Lift up to 50 pounds.
- Drive a vehicle.
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander.
- Expected to work some weekends, holidays, and off hours.

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