

Position: Training and Enrichment Coordinator

Department: Adoption Center

Exempt/Non-Exempt: Non-Exempt, full time position

Hours and days will vary depending on organizational needs. Includes weekend and holiday work.

Immediate Supervisor: Executive Director

Availability: Must be available to work to accommodate the needs of the organization. Includes weekend and holiday work.

General Position Summary:

Work with the Executive Director to develop, implement and monitor program activities intended to identify, correct and prevent problem behavior in animals, as well as work to ensure the animals in our facilities are receiving appropriate social interaction and enrichment.

Essential Function/Major Responsibilities:

- Conducts daily dog playgroups
- Counsels adopters on animals labeled as 'behavior meet required'
- Facilitates dog meets
- Facilitates dog assessments
- Performs behavior modification and training work with Brother Wolf animals
- Determines and implements individualized plans for shelter animals who need specialized behavioral help
- Keeps animals' files in ShelterLuv updated with behavior notes
- Works with volunteers who are interested in helping with training/behavior
- Manages part-time behavior and enrichment staff member
- Makes suggestions for improving the quality of life for animals in Brother Wolf's care in the realm of training/enrichment/behavior support, including identifying food and toy based enrichment options
- Attends Animal Care and Support weekly meetings
- Trains Adoption Center staff to conduct playgroups, dog meets, and training and behavior basics
- Responds to emails from adopters about training/behavior
- Seeks out webinars, classes, seminars and other methods of continuing education to be kept up to date on the latest information regarding the profession.
- Treats all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.
- Always maintains a friendly demeanor and provides excellent customer service.
- Helps to ensure a healthy, safe, clean and pleasant environment for the animals and the

public at all times.

- Promotes a humane and caring attitude toward all animals.
- Fills in for other areas and performs other tasks/functions as needed.

Qualifications:

- One year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of shelter terminology and processes; demonstrate animal health and well-being knowledge, skills and abilities
- Animal training and behavior knowledge to include positive reinforcement, animal training techniques, and the ability to assess and evaluate new animal training methods and equipment.
- Has a basic understanding of common animal illnesses and disease, vaccines and protocols, or a willingness to learn.
- Teaching knowledge to include basic teaching methods and curriculum development including the ability to design training aids.
- Animal control knowledge including breed characteristics, skills in fear free animal restraint and handling, and the ability to interpret animal body language
- Excellent interpersonal, communication, customer service, and time management skills essential.
- Genuine affection for animals, concern for their welfare, and a willingness to accommodate animals in the workplace.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, excellent judgment, and a professional, personal appearance.
- Ability to read, write, and understand English is required.
- Ability to de-escalate difficult situations and have uncomfortable conversations
- Ability to identify medical and behavioral problems immediately and communicate them effectively to the medical manager or immediate supervisor.
- Foster and nurture relationships and public relations beneficial to the organization and our programs.
- Understand, agree with, and live the Brother Wolf mission, values, and vision.
- Familiarity with companion animals, knowledge of their behavior or experience working with or volunteering with a rescue group, humane society, foster care involvement, or other animal welfare agency is a plus.
- Comfort and ability to work with animals of unknown disposition and those who exhibit medical and other problems, as well as aggressive tendencies.

Physical Requirements:

- Physical ability to walk and or stand on your feet throughout a normal workday required.
Ability to bend and squat.

- Physical ability to engage in repetitive motions of legs, arms, and hands and to hear and see clearly.
- Physical ability to push up to 150lbs and to carry up to 50lbs regularly and independently throughout a regular workday required.
- Allergic conditions, which may be aggravated when handling or working with animals, may be a disqualification.

Working conditions:

Conditions may include working alone, working inside or outside during varying weather conditions, frequent interruptions, and some evenings/weekends meetings and classes.

Educational Requirements:

High school graduation required.
CPDT-KA preferred.

Employee _____ Date

Human Resources _____ Date