



Job Title: Training and Behavior Coordinator

Schedule: Part time, Non Exempt, 10 hours a week

Reports to: Director of Programs and Operations

Job Description Summary:

We are in search of a qualified and experienced candidate for this part time, non-exempt position. The Dog Training and Behavior Coordinator will be responsible for behaviorally evaluating all shelter dogs, creating training plans for dogs while they are at the shelter and creating a plan to be sent home with the dog's adopters. Duties will include: evaluating shelter dogs for adoption; establishing enrichment and training plans for all dogs based on their individual needs; safely introducing shelter dogs to potential adopters and other dogs; assisting with dog adoptions and providing in-home visits prior to dog adoptions on a case-by-case basis; assisting staff with necessary tasks such as cleaning, medicating and other canine-related operational tasks.

Duties & Responsibilities:

- Evaluate all shelter dogs with MATCH UP II evaluations or equivalent evaluation tool.
- Help to ensure all dogs have their mental/emotional needs met by creating training and enrichment plans for their stay at the shelter.
- Document all evaluations and behavior information on all appropriate paperwork and in ShelterLuv (animal database).
- Train dogs through positive reinforcement.
- Communicate evaluation results to the Director of Programns and Operations.
- Act as a resource for the Director of Programns and Operations and canine volunteers.
- Help to keep information up to date about each dog that is visible to volunteers and staff.
- Provide recommendations to Director of Programns and Operations about appropriate types of homes the dog should go to once dog is fully, behaviorally evaluated.
- Help to enforce policies and procedures and communicate problems to the Director of Operations and Programs.
- Communicate updates and important information about dogs' behaviors to staff regularly.
- Help monitor the health of dogs and report medical issues to Shelter Veterinary Technician as they arise.
- Attend meetings on an as needed basis.
- Assist with maintaining and updating animal related records/paperwork.
- Ensure proper protocol and documentation is done if/when a dog bite occurs.
- Provide a high standard of care for all animals.

- Place an emphasis on safety for visitors, volunteers, staff and animals.
- Must comply with all current shelter policies.
- Must practice our cultural philosophy.
- Operate consistent with the labor laws of MA and the laws of the MA Dept. of Agriculture and all other local, state and federal laws.

Requirements and Preferences:

- High school diploma required.
- CPDT or KPA certified strongly preferred (enrolled students considered).
- MATCH UP II experience preferred.
- Animal shelter experience preferred.
- Must practice positive reinforcement.
- Must be flexible.
- Must be able to handle aggressive animals safely.
- Must have a positive attitude and take initiative.
- Must be able to lead and delegate to people from all walks of life.
- Experience with ShelterLuv a plus.
- Microsoft Word and Excel experience required.

Benefits:

Though this is a part time position, we at SAS strive to provide all employees a good quality of life and work-life balance. We therefore provide the following to part time employees:

- Incentives for working holidays

The Scituate Animal Shelter is an equal opportunity organization. Volunteers and employees will be chosen without regard to gender identity, race, creed, color, religion, national origin, sex, sexual orientation, age, physical/mental disability or marital status because it is the right thing to do and in accordance with the state and federal law.

If interested, please send your cover letter and resume to info@scituateanimalshelter.org