

POSITION DESCRIPTION

TITLE: Behavior Program Coordinator **FLSA STATUS:** Exempt
DEPARTMENT: Operations **EFFECTIVE DATE:** 3/17/17

JOB SUMMARY: Planning, execution, and oversight of all behavior-related programs including assessment, enrichment and human support through education and training.

VISION: The Behavior Program Coordinator is responsible for creating, executing and maintaining programs that improve quality of life for all animals while in our care, ultimately decreasing length of stay and increasing live release rate.

INTRODUCTION: Young-Williams is looking for a Behavior Program Coordinator who has a breadth and depth of experience in animal behavior and program oversight, who approaches challenges with enthusiasm and optimism, and sees every situation as a learning opportunity. If the following describes you, we want you to apply!

- You're certified as an expert in animal behavior through a reputable university or nationally recognized organization (CPDT, CCPDT, CAAB, ABS, AABS, AVBT, etc.)
- You have experience working with a variety of domestic animals
- You have amazing people skills and are an effective teacher, no matter who your audience happens to be
- You're comfortable working independently, but you're an excellent team player
- You are a multi-tasker extraordinaire who can do a variety of things well at the same time, and make good decisions when managing competing priorities
- You're up for the challenge of building a program from the ground up, based in science and done in collaboration with other departments
- You're open to new ideas, comfortable with change and endlessly optimistic
- You excel at finding creative solutions that make everyone happy, even in challenging or delicate situations

ORGANIZATIONAL RELATIONSHIPS:

This position is supervised by: Director of Shelter Operations

The positions identified below report to this position: N/A

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

- Evaluate current behavior assessment and enrichment practices and make recommendations for changes that will bring our processes to the leading edge of shelter behavior assessment and enrichment best practices

- Implement changes to behavior assessment and enrichment processes, complete with documentation and a communication plan to ensure organizational awareness at all levels
- Collaborate with the volunteer department to oversee behavior support programs that allow our volunteers to work with the animals in meaningful and enriching ways
- Create fun and informative training opportunities for staff and volunteers about relevant animal behavior topics
- Create and/or compile a comprehensive document library addressing common behavior concerns in cats and dogs for distribution to staff, volunteers, foster parents, adopters and pet owners inquiring about intake services (surrender, euthanasia)
- Provide recommendations and instructions for specialized behavior modification plans for animals in shelter and foster care
- Implement referral based post-adoption/alternative-to-intake behavior helpline, complete with an army of specially trained volunteers
- Increase collaboration with community partners that provide training classes, workshops and other behavioral resources

POSITION SPECIFICATIONS:

1. Required
 - a. Certification as an expert in animal behavior through a reputable university or nationally recognized organization (CPDT, CCPDT, CAAB, ABS, AABS)
 - b. Program or project management experience

WORKING CONDITIONS:

1. Indoors in a high noise air-conditioned/heated building, outdoors at shelter or on-location for various activities
2. Equipment use:
 - a. Includes use of PC, printer, copy machine, fax machine, telephone, and cleaning equipment and supplies
3. Work hours:
 - a. Work hours may vary
 - b. Evening and weekend and holiday hours will be required
 - c. Shared on-call responsibilities (via phone and in person at the shelter)
4. Regular exposure to animals and their bodily fluids, cleaning chemicals, fumes, dust, bites, and scratches.
5. Need for development of self-care skills to combat compassion fatigue
6. Heavy lifting and/or moving up to 100 pounds with assistance
7. Regular upright movement, such as standing or walking

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

APPROVED: _____
Director of Shelter Operations

DATE