



**Animal Behavior Coordinator (Evans, CO Location)**

<b>Job Title:</b>	Behavior Coordinator
<b>Department:</b>	Behavior - 07
<b>Job Classification:</b>	Full time; Hourly, Non-Exempt. Expected hiring rate is \$20.50 per hour.
<b>Job Relationships:</b>	Reports to Behavior Supervisor; Works closely with Foster/Transfer, Veterinary Services, Shelter and Development staff.
<b>General Purpose:</b>	Serves as resource for basic animal behavior for the Shelter. Evaluation responsibilities include evaluating the animals in our care for outcomes including adoption, foster care, transfer, behavioral plans, medical attention or review for euthanasia. Assists with development and/or implementation of programs and provides for enrichment needs of animals. Assists with training staff, volunteers and others in animal handling, basic behavior, enrichment and more.

Behavior Coordinators carry out daily evaluation, enrichment and routing of the shelter’s animals. This position supervises numerous departmental volunteers and assists with training of staff and volunteers. This is a full-time, hourly position. The schedule for the position is generally Sunday through Thursday or Tuesday through Saturday with availability on evenings, nights, weekends, special events, emergencies and holidays as required. Some travel is required, as needed.

**Essential Duties and Responsibilities:**

- Evaluates animals on a daily basis and recommends outcomes including adoption, foster care placement, medical attention, transfer to placement group, or euthanasia. Monitors overall health and welfare of the animals housed at the Shelter. Advises veterinarians about animals that may require medical examinations or possible treatments.
- Creates and updates basic behavior help guides for foster volunteers and clients.
- Provides monthly reports for areas of responsibility and assists with updating/creating applicable SOPs.
- Selects animals for co-housing environments within the Shelter.
- Ensures emotional and enrichment needs of Shelter animals are met and tracked and provides socialization opportunities.
- Works within approved budget.
- Assists with training staff, volunteers and students in the areas of animal handling, basic animal behavior and evaluation, enrichment and other animal-related topics; participates in certification of staff on animal handling as required.
- Responsible for responding to internal and external emails and telephone calls to the Behavior Department.
- Provides information and counseling assistance to clients regarding adoptions, intakes and behavior support as requested.
- Learns and performs euthanasia and serves as a member of the euthanasia team. Manages census of freezers and refrigerators.
- Schedules animals for spay/neuter surgery or exams as directed.
- Maintains solid attendance and punctuality record.
- Adheres to Standards of Professional Conduct.

**Other Duties and Responsibilities:**

- Assists with animal placement (e.g., foster care, transfer out to placement groups, transfer into the Organization).
- Participates on committees and attends meetings as assigned.
- Cross trains in and assists other shelter departments as necessary.
- Vaccinates animals as needed.
- Other duties as assigned.

## **Qualifications:**

**Education/Experience:** Minimum of an Associate Degree in biology, the animal sciences, animal husbandry, veterinary-related medicine or an associated field of study OR equivalent and applicable professional work experience. A minimum of one year work experience in the animal welfare industry OR 6 months of current work experience with the Organization in an animal-handling position. Customer service experience is required as is experience working in a hands-on capacity with animals. Previous companion animal behavior evaluation and/or enrichment experience desirable. Previous experience with Chameleon software, or other animal shelter software, a plus. Previous veterinary assistant or technician experience helpful. Euthanasia experience a plus. Bilingual in English and Spanish reading, writing, understanding and speaking a plus and includes a wage premium.

**Knowledge:** Knowledge of basic companion animal handling, behavior and health care; knowledge of basic companion animal training (especially positive reinforcement training methods); knowledge of companion animal breeds and colors.

**Skills:** Solid computing skills (Microsoft Office environment); effective written and verbal communication skills; skilled in public speaking; strong organizational and problem-solving skills. Proven emotional intelligence, work ethics and integrity skills required. Accurate record keeping skills.

**Abilities:** Able to work with the animals within the Shelter's care. This includes the ability to work visually and audibly, with animals both alive and deceased, including dogs, cats, small mammals, exotics such as reptiles, birds and more. Able to work both independently and in a team setting. Able to remain calm and level-headed in stressful and emotional work environments. Able to use sound judgment when dealing with confidential information and able to multi-task and prioritize job duties in a busy and constantly changing work environment. Able and willing to become euthanasia certified and perform euthanasia of animals upon hire. Able to work a flexible and changing schedule as required including evenings and overtime as needed.

**Other:** Must be at least 21 years of age for insurance purposes; Valid Colorado Driver's License, insurable driving record and have and maintain personal driving insurance meeting Colorado standards. Some holiday work and overnight travel may be required.

## **Working Conditions:**

**Work Environment:** Work is primarily performed in the animal shelter setting. Office space is shared. Potential for exposure to zoonotic diseases; Exposure to Shelter animals including dogs, cats, small mammals, exotics such as reptiles, birds and more. Potential for exposure to dangerous and fractious animals; Exposure to high noise levels when in kennel area; Potential for animal bites and scratches while handling animals; Exposure to cleaning products; Potential exposure to various weather conditions when working outside. Exposure to clients showing a wide range of emotions including hostility.

**Physical Activities Include:** Handling animals of various types and temperaments. Occasional lifting and carrying of up to 50 pounds unassisted and more with assistance; potential for standing on feet for 8 hours or more a day; audibly listening to, verbally speaking to and visually seeing people and animals is required; client work includes in person and on the telephone and includes repetitive data entry; driving a car or van, sometime for long distances; kneeling; squatting; bending; rapid movements when evaluating animals; cleaning (scrubbing); walking dogs on a leash; performing physical examinations on animals; animal restraint; handling syringes and needles.

**NOTE:** *This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.* NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.

**We are an Equal Opportunity Employer.** Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more.

