



**JOB DESCRIPTION**

**Job Title:** Dog Enrichment and Behavior Specialist  
**Department:** Animal Care  
**Reports to:** Director of Operations  
**FLSA Classification:** Non-Exempt, PT, Seasonal (eligible for overtime)  
**Supervises:** No  
**Created / Updated:** March 2017

**POSITION OVERVIEW**

To ensure that the needs of dogs entering the shelter are provided with the best training programs, behavior assessment and modification, and enrichment. Continually grow and implement sustainable and efficient dog behavior and enrichment programs and protocols aligned with the PSAS mission and best practices in sheltering.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assist with rabies and dog bite reporting and behavior modification protocol post bite incident.
- Assist with and conduct behavior workshops and participate in educational community outreach to promote an increase in shelter adoptions, enhance the human animal bond and help in understanding dog behavior
- Provide training and guidance to staff and volunteers with regard to animal handling, safety, and individual behavioral needs and create programs in order to do so effectively.
- Train experienced staff or volunteers to assist with dog training for new and inexperienced volunteers
- Work closely with Intake and Medical Department to ensure canines entering the shelter are evaluated (BARC and Playgroup tested)
- Communicate behavioral findings to staff, volunteers, and in animal records in an efficient and effective manner.
- Evaluate dogs on a daily basis and assist in recommendations for disposition: adoption, foster, transfer, rehabilitation.
- Be Actively involved in adoption process where behavior modification or needs are essential to discuss pre adoptions
- Maintain basic knowledge in medical issues and report any illness or injury to medical department.
- Assist with pet retention programs to identify and/or create appropriate dog behavior-related reference materials (e.g. basic training, crate training, solutions for common behavioral issues)
- Participate as needed in follow up calls and concerns post adoption to ensure behavior questions are answered.
- **Leadership** – Maintain a positive, upbeat role, promote and exemplify Shelter values and represents departmental objectives and interests to internal and external customers
- **Customer Service** – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- **Teamwork** - Develop and promote teamwork and cooperation among co-workers
- **Safety** – Comply with established safe work practices and attend to all safety-related training provided or made available by the Shelter
- Other duties as assigned

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- High School Diploma
- Canine Training and Behavior Certification
- Advanced canine training preferred
- Specialization in shelter canine training and behavior preferred

**Required Technical / Other Skills and Abilities**

- Ability to safely handle animals, including those with health and behavioral challenges.
- Ability to work with a computer in a Windows environment.
- Demonstrated teaching knowledge to include basic teaching methods and training class development and implementation.
- Animal training and behavior knowledge to include knowledge of breed characteristics and behaviors.
- Animal care and handling skills to include safe animal restraint/handling techniques with animals of all temperaments, ability to interpret animal body language, and ability to assess and evaluate new animal training methods and equipment.
- Ability to work in a fast-paced environment with a variety of people.
- Knowledge of animal care and infectious disease control.
- Excellent communication and leadership skills, to include the ability to effectively handle and diffuse high-stress and emotionally charged situations.
- Detail oriented and able to prioritize and perform duties efficiently and effectively.

**Required Licenses/Certifications**

- Canine Behavior Certification
- Valid Driver License

**PHYSICAL DEMANDS** – See attached “*Physical Demands of the Position*”.

**CONFIDENTIAL INFORMATION** – This position has access to confidential information – (Here list information such as customer personal data, legal documents, etc.)

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File

## PHYSICAL DEMANDS OF POSITION

Job Title: **Dog Enrichment and Behavior Specialist** Date: **3/6/2017**

How many hours are worked per day? 4 to 8

**When completing this form, look at the job from a typical/average workday perspective.**

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

**Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

**Does this job have any special vision requirements? Check all that apply.**

- ☒ Close Vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☐ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

**List specific job duties that require the physical demands selected above:**

Being able to see and observe and /all dog actions to help prevent any altercations while in the play group / play yard.