

Job Posting

Paws4ever

Title

Animal Behavior Coordinator

Supervisor

Adoption Center Manager

Purpose

Do you love animals & people? Join the team at Paws4ever and find an engaging and fun work environment with great opportunities for growth and skill-building in the animal care field. Paws4ever is an animal welfare nonprofit in Mebane, NC, dedicated to creating and growing lifetime relationships between pets and people through adoption, training, education, and care. We are seeking a dedicated, organized, and compassionate individual to serve as Animal Behavior Coordinator in our Adoption Center.

The Animal Behavior Coordinator is responsible for the behavioral health of the animals at the Paws4ever Adoption Center and conducts behavior evaluations, enrichment programs, behavior modification, adoption and foster support, and staff and volunteer training. This dynamic position includes administrative duties, staff and client education, dog/cat behavior evaluation and handling, programmatic development and effective interaction with staff, volunteers and clients.

The Coordinator is expected to be a positive representative of Paws4ever and create strong, professional relationships within the organization and with external stakeholders. S/he will treat the guests, staff and animals of Paws4ever with respect and maintain a high standard of professionalism as established by the organization.

This position works closely with the Adoption Center Manager to establish goals aligned with the Paws4ever mission to develop lifetime relationships between pets and people through adoption, training, education and care.

This is a part-time position (~20 hours per week), but can be combined with a [Dog Training Instructor position](#) to become full-time for the right candidate.

Primary duties include:

- Shelter Animal Behavior Management – Evaluate and support the behavior and training needs for animals in the shelter while they wait for their forever home! Oversee all aspects of animal behavior management, including development and implementation of proactive kennel management protocols, evaluation and management of animals displaying behavior concerns, and training and support for staff, volunteers, and clients on training and behavior modification.
- Behavior Management Administration – Maintain accurate and timely documentation of behavior notes and plans through behavior tracking database. Train staff and volunteers on usage of database.
- Guest Services & Community Relationships – Provide excellent customer service to all guests, including clients and volunteers. Represent and promote Paws4ever to the local community through public speaking, written materials, and prompt and courteous handling of phone calls, emails, and other correspondence.
- Leadership – Support Adoption Center Manager in efforts to develop, review, and update protocols and curriculum. Stay abreast of current trends and research in the fields of Animal Behavior and Dog Training.

Qualifications & Requirements

- Work experience conducive with supporting the responsibilities of this position including work with animals in a shelter environment
- Self-starter, initiating activities within the framework developed with minimal supervision
- Proven experience working with the public, developing and maintaining relationships to support goals/mission
- Minimum one year experience in shelter dog behavior, health, handling, training, and care.
- Experience preferred in coaching dog owners in both group classes and private lessons, either professionally or as a skilled volunteer.
- Demonstrated training experience and knowledge in animal behavior and the practical application of science-based training techniques including operant conditioning, specifically positive reinforcement. Experience addressing puppy obedience, family dog obedience, and minor behavior problems (jumping, house-soiling, mouthiness, etc.), as well as experience recognizing and referring more serious dog behavioral issues such as extreme fear, aggression towards other dogs, resource guarding, etc. Working knowledge of various dog equipment such as harnesses.
- Skill observing, interpreting, and appropriately responding to canine body language. Experience with basic functional canine behavior assessments. Excellent animal handling skills.
- CPDT-KA or KPA-CTP, or approved equivalent (preferred), or currently pursuing education specific to dog training instruction through an equivalent accredited certification program; if not currently pursuing dog training education, must be willing to do so.
- Must have affection for animals, concern for their welfare and a willingness to accommodate animals in the work place. Must be able to handle the physical and emotional aspect of work in an animal shelter environment, including euthanasia.
- Must possess excellent customer service skills and the ability to interact professionally and effectively with others, both verbally and through written correspondence
- Must have strong prioritization and organizational skills
- Must have strong data entry skills and the ability to maintain accurate records
- Must show patient and tact when working with difficult, emotional or angry people
- Must adhere to Paws4ever's policies and philosophies
- Knowledge of basic veterinary medical concepts preferred
- High school diploma or equivalent required. Bachelors degree with specialized education in animal behavior or related field preferred.
- Ability to:
 - Lift and/or move up to 50 pounds unassisted
 - Frequently bend, squat, reach and grip
 - Work around pet dander, dust and other allergens without issue
 - Actively maneuver inside and outside of the facility
 - Work around members of the public of all ages

Values

The Animal Behavior Coordinator should also demonstrate the Paws4ever values:

- **Compassion:** Each one of us is here because we care deeply about the well-being of the animals and people in our community.
- **Commitment:** Our dedication to animal welfare drives us to approach our work with professionalism and to actively pursue excellence in our service.
- **Connection:** Relationship-building is the core of our work. We cultivate lifetime connections, not one-time transactions, with our animals, our clients, and our community.
- **Curiosity:** Every day, we are eager to learn new skills and discover better ways to support pets and people. Our impact grows as we improve through learning.

The Animal Behavior Coordinator is expected to work approximately 20 hours per week. This job may become full-time if combined with a Dog Training Instructor position. Some weekends and evenings may be required. The Animal Behavior Coordinator reports to the Adoption Center Manager, and ultimately to the Executive Director. This position starts at \$15/hour, paid bi-weekly. All employees are eligible for paid time off.

Working Conditions: Work may be performed in a kennel/shelter setting or outdoors. Kennel setting is indoors in a high noise, climate-controlled facility. Regular exposure to animals, cleaning chemicals, fumes, dust, and animal feces. Zoonotic diseases possible. Subject to animal bites and scratches while handling or working around animals.

To Apply:

Applications accepted until position is filled. To apply, submit both resume and cover letter to director@paws4ever.org and specify "Animal Behavior Coordinator" in the subject line.