



Job Description
Behavior/Transfer Coordinator

Job Title: Behavior/Transfer Coordinator

Supervisor: Medical Director/DVM

Classification: Full Time/Hourly/Non-Exempt/Full Benefits

Pay Rate: \$14.00 to \$16.00

Physical Demands: Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

Occupational Disclaimer: This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

Minimum Qualifications:

- ✓ Should have formal training, certificate of completion or a minimum 3 year's hands on work/volunteer experience in animal welfare industry or animal training/behavior field working with dogs and cats
- ✓ Must have intermediate writing/math/computer skills
- ✓ Must have intermediate critical thinking ability
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

Specific Duties:

- ❖ To assist the Medical Director to develop and maintain Behavior/Transfer Programs for AVHS including policies and procedures, as well as, learn and follow the Society's policies and procedures and city, county and state requirements in regards to the Behavior/Transfer programs offered.
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members and other departments
- ❖ To establish and implement an annual Behavior/Transfer development plan
- ❖ To prepare a monthly Behavior/Transfer report for the Medical Director
- ❖ To supervise and perform training of Behavior/Transfer staff and volunteers
- ❖ To oversee, coordinate or perform behavior assessments of all incoming potentially adoptable animals
- ❖ To monitor, document and address the behavior of all animals during their stay at AVHS
- ❖ To use all information gathered during an animal's holding period and perform adoptability temperament assessments at the end of an animal's holding period to determine adoptability as to AVHS policy
- ❖ To administer ongoing behavior assessment and modification during the animals stay in all stages of care
- ❖ To train staff and volunteers in ongoing behavior recognition and modification of adoptable animals
- ❖ To assist adoption staff regarding potential adopters
- ❖ To administer and monitor the exercise regimen of all animals
- ❖ To address follow-up behavior assessment and modification on all animals adopted from the shelter as needed.
- ❖ To advise adopters regarding behavior modification techniques and training needed
- ❖ To oversee, coordinate or administer dog walking classes and other behavior related topics to interested volunteers
- ❖ To perform follow-up calls on all animals adopted as needed
- ❖ To establish and maintain effective and cooperative working relationships and facilitate AVHS Behavior/Transfer programs with Transfer groups and other animal welfare organizations
- ❖ To assist the public with AVHS Behavior/Transfer related issues
- ❖ To write articles and provide data for the newsletter
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties time to time, as assigned by the Medical Director or Executive Director.

Auburn Valley Humane Society Mission Statement
The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.