Job Title: Canine Training and Enrichment Coordinator
Reports to: Animal Care Manager
Compensation: $33,280 - $37,000 per year (DOE and verifiable qualifications)
FLSA Status: Full-time Exempt

The Humane Society for Southwest Washington (HSSW) is committed to enriching the lives of people and pets in our community. We have been completing families since 1897 and are committed to serving our community as it changes and grows. Through education, outreach, adoption, events and support services for families in need, we’re expanding our HSSW family every day!

We are in search of The Ideal Team Player© to help us change the world for the people and pets in our community of Southwest Washington. Our Canine Training and Enrichment Coordinator will be an experienced and successful professional with the capacity to build upon our past success and take our program to the next level. The Canine Training and Enrichment Coordinator will design, develop and implement training and enrichment programs for the Humane Society for Southwest Washington, as well as support other programs and undertakings associated with HSSW and its affiliates. The Canine Training and Enrichment Coordinator will have primary responsibility for HSSW canine training and enrichment events, from program development to evaluating successes. Consider working toward a mission that will change you forever! People + Dogs + Cats

The Ideal Applicant
- Displays sincere interest, enthusiasm, and affinity for canine training and enrichment and working with people.
- Demonstrates an attitude of being in service to all stakeholders; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor.
- Works well on teams and demonstrates an attitude and commitment to collaboration.
- Is committed to achieving excellence individually, as a leader for canine training and enrichment and as a participant of the HSSW team.

Position Summary
The Canine Training and Enrichment Coordinator oversees and implements HSSW’s Canine Training and Enrichment Programs. Responsible for assessing the mental and physical needs of shelter dogs. Identifies adoptable dogs in need of basic training and behavior modification for behaviors of concern. Develops and implements protocols, materials, and programs to meet the needs of HSSW canine training and enrichment programs. Maintains dog-trainer credentials and oversees and implements public group dog training classes. Conducts private training sessions and consultations to support successful adoptions and retention of dogs in homes. Educates staff and the public in reward-based/ force free training. Engages with staff and volunteers through supporting advanced training for HSSW staff and volunteers. Works closely with the Animal Care Supervisor overseeing Dog Team and frequently with Volunteer Program, Customer Care and Shelter Medicine staff.
Job Duties and Responsibilities

- Develops and oversees implementation of in-shelter training and behavior modification for the HSSW in-shelter canine population to address behaviors impeding adoption and successful in-home retention including behavior problems such as poor impulse control, anxiety, fear, resource guarding, leash reactivity, and impulse control.

- Instructs and mentors staff and volunteers on behavior modification and positive reward-based training methods. Oversees and tracks staff and volunteer implementation of training and behavior modification plans.

- Oversees and implements daily enrichment programs to support shelter dog socialization, and stress reduction including dog-to-dog introductions, canine playgroups, off-site pack walks, in-kennel enrichment activities, shelter dog nose work, and office fostering.

- Alerts staff veterinarian to animals potentially in need of medical examinations or treatments including pharmaceutical treatments for behaviors of concern. In coordination with and approval from the Animal Care Manager and Supervisory Shelter Veterinarian, coordinates with local Behavioral Veterinarians to address behavioral needs for in-shelter dogs.

- Maintains professional dog training certification and develops, oversees, and serves as Lead Instructor for HSSW fee-based group dog training classes including basic manners and puppy class. Develops and implement additional fee-based drop-in training and lectures such as drop-in puppy Romps, loose lead walking, and ask the trainer sessions, etc.

- Oversees the Larch Pet Training Camp (LPTC) partnership with the WA State Larch Correctional Facility. Includes program development and implementation including the selection and management of dogs for the LPTC.

- Provides training and behavioral support to the HSSW canine Foster Volunteers.

- Develops and offers advanced training to HSSW Canine Volunteers including but not limited to, advanced canine handling and training skills. Works with the Training Coordinator and Volunteer Coordinator to identify volunteers in need of additional training. Works with volunteers to offer advice and hands-on assistance with handling and behavioral concerns.

- Provides post adoption training and behavioral support. This may include responding to phone calls, appointment-based consults and occasional in-home fee-based post adoption training and behavioral consults.

- Monitors and promotes the marketing and placement of adoptable dogs with an emphasis on special needs dogs, dogs requiring special placement, and dogs requiring pre and post-adoption consultation. Provides customer assistance with Adoption consultations and follow-ups.

- Acts as liaison with other professional groups and maintains professional certification through the Certification Council for Professional Dog Trainers or comparable professional level certification, e.g. (CPDT-KA).

- Actively supports staff and volunteers and promotes the development of skills related to the advancement of our goals and mission. Represents the HSSW in a professional and courteous manner at all times. Provides quality service to customers, volunteers, and staff recognizing their individual contribution to the success of our organization.

- Maintains positive, cooperative relationships with Veterinary, Admissions, Adoptions and Animal Care staff to promote a team effort in evaluating and managing each animal’s health and behavior.

- Follows all safety guidelines to ensure a safe work environment. Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk.

- Performs other duties and special projects as assigned.
**General Expectations**

- Is flexible with scheduling and is available when away from the facility as needed to meet the needs of the organization.
- Creates, promotes and follows safety guidelines to ensure a safe work environment.
- Promotes volunteer engagement through integration and utilization of volunteers.
- Is visible to staff, communicates with directors on significant developments within the department.
- Promotes communication and cooperation between HSSW departments.

**Professional Qualifications**

- Proven knowledge and practical experience in basic dog training using reward-based training methods and fear free state-of-the-art behavior modification practices.
- Professional certification through the Council for Professional Dog Trainers as a Certified Professional Dog Trainer (CPDT) or comparable certification (e.g. CTC).
- Minimum one year as lead instructor for public group dog training classes.
- Operating a motor vehicle is a primary requirement for this position; therefore, this position requires the possession of a valid driver’s license with insurable driving record; employment contingent on acceptable Motor Vehicle Record per HSSW policy.
- Excellent communication and leadership skills
- Exercises good judgment when working and communicating with the public, volunteers and staff
- Committed to maintaining the integrity of the HSSW’s mission and adoption program
- Knowledge, professional expertise and practical experience in animal learning theory, positive reinforcement reward-based dog training, operant and classical conditioning, and canine behavior modification techniques.
- Confident in managing shelter dogs of all sizes and breeds including dog-dog introductions and safe handling techniques.
- Confident public speaker with the ability to communicate skillfully and effectively with a diverse audience.

**Physical Requirements & Working Conditions**

This position requires you to be comfortable with speaking with people and to groups of people; set up for trainings and move supplies/materials; repetitively use hands to operate computers, telephone and cell phone; use computer keyboard for extensive periods of time. Work shifts include walking, standing, sitting, kneeling, bending, answering telephones, and performing data entry. Occasional lifting of up to 50 pounds with assistance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an animal shelter environment, with exposure to environmental conditions that include working with people and animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals, high noise levels, zoonotic diseases, animal bites and scratches, cleaning chemicals, allergens and potential exposure of infectious diseases to owned animals.

**Benefits**

In addition to serving an organization with a compassionate and strategic purpose, full-time employees currently enjoy health, dental and vision insurance benefits, paid time off, matching 401(k), employee assistance program, Section 125 FSA Cafeteria Plan, employee discounts (to include partner organizations) and access to affordable life, disability and accidental supplemental insurance.
HSSW Culture
The Canine Training and Enrichment Coordinator must accept and commit to uphold the vision and mission and to live the values of the Humane Society for Southwest Washington:

- **Vision** We live in a community where all animals are loved and cared for.
- **Mission** rescue. return. restore. rehome. reconnect. one animal at a time.
- **Values**

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<tr>
<th>Values</th>
<th>Description</th>
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<tr>
<td>Compassion</td>
<td>Always consider the best interest of the animal, while having compassion for the owner.</td>
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<td>Team</td>
<td>Invest in the enrichment and wellbeing of staff and volunteers both professionally and personally utilizing all members to their fullest, encouraging individual and group growth.</td>
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<td>Building partnerships through collaboration</td>
<td>Share knowledge and goals to expand community relationships that benefit the welfare of the animals.</td>
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<td>Excellence</td>
<td>Always seek innovative methods and opportunities. Strive to be the best at what we do.</td>
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<td>Education &amp; service to community</td>
<td>Educate the public on responsible pet ownership and the Humane Society's role in serving the community.</td>
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<td>Transparency &amp; Integrity</td>
<td>Communicate openly and raise awareness and accountability for what we do.</td>
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<td>Stewardship</td>
<td>Embrace our obligation for the careful and responsible management of all that is entrusted to HSSW.</td>
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This job 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. This position requires passing a Motor Vehicle Records Search. **HSSW participates in E-Verify and requires pre-employment drug testing.**

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How to Apply
Please review the full job description and application instructions with screening questions. If this sounds like the right place for you and you feel you meet the qualifications for this position, please submit an HSSW Application along with your resume and cover letter answering the screening questions below by email to jobs@southwesthumane.org with the subject line “Canine Training and Enrichment Coordinator”.

Application Deadline: Open until filled

Screening Questions

• What inspired you to go into the field of canine training and enrichment?

• Describe your professional “30-second elevator speech.”

• What is the most difficult person/animal that you have worked with? What was the outcome?

• Why are you the right Canine Training and Enrichment Coordinator for The Humane Society for Southwest Washington?