



Job Description

Job Title: Animal Welfare Coordinator

Supervisor: Medical Director/DVM

Classification: Hourly - Full Time

Pay Rate: \$15.00 to \$17.00

Work Schedule: 35-40 hours/week

Physical Demands: Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods, 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 a minimum 3 year's hands on work/volunteer experience in animal welfare industry or animal 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 be a team player with positive attitude
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able and willing to operate oversized transport vehicles
- ✓ Must be able to pass an employment background check and drug screening

Specific Duties:

- ❖ To assist the Medical Director to develop and maintain animal behavior and transfer programs for AVHS including policies and procedures, as well as, learn and follow the Society's policies, procedures, and city, county and state requirements in regards to 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 departmental development plan to include, but not limited to strategies to increase adoptions, decrease length of stay and increase lifesaving potential
- ❖ To attend weekly team meetings and prepare a monthly animal welfare report for the Medical Director
- ❖ To supervise and perform training of department staff and volunteers
- ❖ To oversee, coordinate or assess behavior of all incoming potentially adoptable animals
- ❖ To monitor, document and address the behavior of all animals during their stay at AVHS
- ❖ To use collaboratively 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 behavior education of potential adopters
- ❖ To administer and monitor the exercise and enrichment regimen of all shelter animals
- ❖ To coordinate and manage animals for offsite adoption centers and animal related events
- ❖ To develop, implement and maintain dog playgroups for enrichment and temperament evaluation
- ❖ To address behavior related follow-up on all animals adopted from the shelter as needed
- ❖ To oversee, coordinate or administer dog walking classes and other behavior related topics
- ❖ To establish and maintain effective and cooperative working relationships and facilitate AVHS transfer partnerships
- ❖ To coordinate transfer in/out of shelter animals based on AVHS policy
- ❖ To oversee animal length of stay and manage/mitigate slow track animals
- ❖ To assist the public with AVHS animal welfare related issues
- ❖ To write articles and provide data for the newsletter, website or other public service forums
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties as assigned by the Medical Director or President/CEO.

*~Auburn Valley Humane Society Vision Statement~
To be a model of excellence in the advancement of animal welfare.*

*~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.*