



Job Description

Job Title: Training & Behavior Supervisor

FLSA Status: Full-Time, Exempt

Date last reviewed: September 29, 2021

Position Summary

The Training & Behavior Supervisor is responsible for supervisory and hands on work associated with the Canine Training & Behavior Department (TBD) programs. Responsibilities include, but are not limited to, effective and appropriate training and handling of animals in need of behavior modification and maintaining animals' behavioral health while in a kennel/shelter environment. This position reports to the Director of Shelter and Clinic Operations.

Essential Duties and Responsibilities

- Perform obedience and behavior modification training with individual animals, both on and off the adoption floor
- Manage daily playgroups and provide dog to dog assessments
- Supervise and assist with behavioral assessments of shelter animals for adoption suitability and proper placements. Provide retesting and training/behavior modification for failed or borderline assessments
- Assure proper documentation is available for each dog and that adoption counselors can interpret information when counseling prospective adopters
- Provide on-site counseling for potential adopters in order to help make successful placements
- Handle dogs of questionable behavior to assure safety of shelter staff
- Assure that all kennel communication is appropriate and up to date to ensure safe handling and maximum opportunity for each animal
- Teach Canine Coach volunteers proper training and modification techniques and instruct a weekly class with same
- Supervise and review TBD training specialists for daily duties supporting and providing for the behavioral health of all shelter dogs
- Assist with adoption follow up support for previous adopters by providing training on-site or in the home
- Assist with euthanasia at times when doing so will alleviate stress from a behaviorally challenged dog
- Work with canine behavior transfer requests
- Provide private training, for a fee, to clients who did not adopt their animal from LHS
- Maintain accuracy of in-house behavior program database. Compile monthly data and create reports pertaining to the TBD and grant reporting as needed
- Maintain SOPs relative to the Training and Behavior Department responsibilities.
- Assist with scheduling staff to assure proper TBD coverage
- Assist with maintaining the TBD and PTP portions of website to assure current and accurate information distribution to the public

- Keep the Animal Welfare Team Supervisor, Director of Operations, Veterinarian, and Chief Executive Officer aware of all developments that may affect the care of animals or shelter operation.

Job Qualifications

Education and Experience:

- Minimum of 3 years experience in animal welfare; bachelor's degree preferred
- Prior experience with humane organization administration and operations preferred
- Previous managerial experience preferred.

Knowledge, Skills and Abilities:

- Proven knowledge of the guidelines and practices in an animal welfare/shelter environment
- Knowledge of local animal control laws and state humane laws and their application to the general public
- Demonstrated excellent verbal and written communication skills
- Excellent interpersonal communication and public speaking skills
- Ability to use a PC and widely used software packages, e.g., spreadsheets (Excel), word processing (MS Word); ability to learn new software as necessary
- Ability to meet deadlines; ability to set and accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions
- Ability to work a flexible schedule with regular weekend and evening activities
- Must hold a valid Colorado driver's license and have an insurable driving record.

Working Conditions:

- Office and animal shelter environment
- Potential exposure to high noise levels and zoonotic diseases
- Exposure to all weather conditions when working at outdoor events
- Occasional lifting of up to 50 pounds
- Frequent use of computer and telephone.