



## Job Description

**Job Title:** Training Specialist

**Department:** Training and Behavior Modification Department

**Reports to:** Public and Shelter Training Supervisor

**FLSA Status:** Part-time, non-exempt

**Approval Date:** June 22, 2022

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### Job description

The Training Specialist works directly with the Public and Shelter Training Supervisor to support and assist with training & behavior modification programs, including training sessions as well as general physical exercise and mental stimulation.

Schedule: Fri 3-7pm; Sat 10am-2pm; Sun Noon-7pm with a 1 hour lunch; Mon Noon-7pm with a 1 hour lunch.

### Essential Duties and Responsibilities

- Obedience and behavior modification training with individual dogs, both on and off the adoption floor, as directed by the Public and Shelter Training Supervisor.
- Responsible for assuring sufficient daily exercise time while coordinating assistance from staff and volunteers.
- Manage daily playgroups and provide dog to dog assessments.
- Perform behavioral assessments of shelter animals for adoption suitability and proper placements.
- Assist, as requested, with on-site counseling for potential adopters to help make successful placements.
- Maintain inventory of behavior department supplies, such as training treats, training collars, signage, as well as requested documentation.
- Maintain kennel environment by providing daily kennel layouts, fitting training tools, relocating dogs when behaviorally advantageous, supplying daily kennel enrichment, providing for necessary kennel communication to staff and volunteers.
- Communicate promptly and effectively with other TBMD staff to assure consistency of dog handling based on changing needs and to provide updates on individual behavior concerns.

- Assist with euthanasia at times when doing so will alleviate stress from a behaviorally challenged dog.
- Assist Public and Shelter Training Supervisor to provide adoption follow up support for previous adopters by providing phone consultation and/or training on-site or in the home.
- Provide private training, for a fee, to clients who did not adopt their animal from LHS.
- Assist, as requested, with training sessions conducted by Training and Behavior staff.
- Continue upgrading skills and education by attending canine coach classes and seminars/workshops.

## **Job Qualifications**

### Education and Experience:

- Minimum of 1 year of experience in animal welfare; animal shelter experience preferred.
- Prior training and behavioral 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 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.
- Able to work a flexible schedule with regular weekend and evening activities.

### 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.