

Primary Function: To facilitate life-long placements and lower relinquishments of pets through education and training of volunteers, staff and the public. To enhance the life of our shelter animals through training, behavior modification and enrichment activities.

Essential Duties & Responsibilities

- Participate in the implementation of in-house shelter animal programs using positive reinforcement training methods. Includes participation in evaluation of animals, preparation of individual written training plans, and hands-on work with animals in the program.
- Lead in-group training classes for the public and in-house animals offered through spcaLA.
- Work with the Manager of Behavior & Training to meet the behavioral needs of the animals in our care by maintaining effective on-going behavior treatment programs.
- Assist in training staff and volunteers in regards to behavioral sheltering and training for the animals in our care.
- Provide on-site counseling for potential adopters to help make successful placements.
- Answer the behavior hotline and respond to training emails
- Perform office work including filing, organizing, maintaining supplies, copying, scheduling, and database entry.
- Maintain records as required and ensure information is entered correctly and timely into shelter database.
- Maintain a high level of communication and work collaboratively with all personnel including shelter management in a manner that is consistent with agency policy.
- Perform other duties, as assigned

Job Related & Essential Qualifications

Ability to:

- Handle the physical and emotional aspects of work in an animal shelter environment.
- Handle all types of domestic animals including but not limited to dogs and cats.
- Work well and communicate effectively, both orally and in writing, with the public, fellow employees and volunteers.
- Understand and carry out oral and written instructions.
- Speak in public and instruct groups diverse in age, culture, and socioeconomic status, in varied settings.
- Maintain accurate records as required to ensure that accurate and timely information is available.
- Show maturity and good judgment, perform the job in a professional manner and work efficiently under pressure.
- Execute projects with little supervision and work independently.
- Must be highly self-motivated and well organized to manage multiple priorities in a fast-paced work environment.
- Successfully pass a Department of Justice (DOJ) background.
- Attend and participate in Society events.

Knowledge of:

- Teaching, training, & Behavior Modification techniques.
- Basic domestic animal care.
- Computer applications (Word, Excel, Email,).
- Usage of office equipment (copier, fax machine, telephone, etc.).
- Digital Video Recording equipment.

Other Essential Qualifications

- Must be able to work a flexible schedule as well as the ability to work overtime. Work hours will also include weekend and evening shifts.
- License Required - Possession of a valid and appropriate California Driver's License will be required prior to employment. License must be maintained in the course of employment. Applicant must be insurable to drive company vehicles.
- Physical Demands
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height.
- Perform work which includes walking large dogs, lifting, carrying and/or pushing of 50 lb. or more.
- The employee will also be required to lift and carry equipment and disabled animals, at times for long distances.
- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk loudly and clearly; and hear.

Working Conditions

- Dealing with possible unruly, vicious and dangerous animals and intake the same safely and humanely.
- Dealing with possible hostile or overly emotional public.
- Ability to handle heavy and fast-paced workload; strenuous physical activity.
- Possible exposure to parasites and infectious diseases.
- Must be willing to work irregular hours, shifts, weekends, holidays and standby.
- Travel between facilities.
- The noise level in performing this job varies depending on the task being performed.

Experience and Training

- High school diploma required. Prefer college degree or equivalent. Attendance at a variety of animal training and behavior classes, workshops & seminars. Understanding of learning theory helpful.
- Paid training experience independently teaching group classes required.
- CPDT-KA, KPA, CTC, certification or equivalent preferred.
- Practical experience handling both dogs and cats. Previous shelter work experience is highly desirable.
- Understanding of the Spanish Language beneficial.

Salary Range: \$22.00 – 28.00/hour Full time and part time available

Employment Location: This position works out of all of our Pet Adoption Center locations.

Email resume to Jobs@spcaLA.com