



LARIMER HUMANESOCIETY

## Behavior Coordinator

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| <b>Job Title:</b>          | <b>Behavior Coordinator</b>  |
| <b>Department:</b>         | <b>Shelter – 02</b>  |
| <b>Job Classification:</b> | <b>Full time; Hourly, Non-Exempt Position</b>  |
| <b>Job Relationships:</b>  | <b>Reports to Behavior Supervisor; Supervises department volunteers.<br/>Works closely with Foster/Transfer, Veterinary Services, Shelter and Development staff.</b>   |
| <b>General Purpose:</b>    | <b>Serves as resource for basic animal behavior for the Shelter. Evaluation responsibilities include evaluating the animals in our care for outcomes including adoption, foster care, transfer, medical attention or review for euthanasia. Develops and/or implements programs and practices to meet the enrichment needs of the animals.</b> |

The schedule for the position includes a weekend day. Schedules vary between 8am – 7:30pm on weekdays and 8am and 5pm on weekends.

### Essential Duties and Responsibilities:

- Evaluates animals on a daily basis and recommends outcomes including adoption, foster care placement, medical attention, transfer to placement group, or euthanasia. Monitors overall health and welfare of the animals housed at Larimer Humane Society. Advises veterinarians about animals that may require medical examinations or possible treatments.
- Performs euthanasia as assigned. Manages census of freezers and refrigerators.
- Creates basic help guides for foster volunteers and clients.
- Creates monthly reports for areas of responsibility and assists with applicable SOPs.
- Selects animals for co-housing environments within the Shelter.
- Ensures emotional and enrichment needs of Shelter animals are met and tracked, and provides socialization opportunities.
- Works within approved budget.
- Assists with training staff, volunteers and students in the areas of animal handling, basic animal behavior and evaluation, enrichment and other animal-related topics; participates in certification of staff on animal handling as required.
- Responsible for responding to internal and external emails and telephone calls to the Behavior Department.
- Provides information and counseling assistance to clients, regarding adoptions and intakes, as requested.
- Schedules animals for spay/neuter surgery or exams at the Shelter, CSU or contract veterinarian.
- Supervises and trains Behavior and Enrichment Volunteers. Participates in recruiting and retaining department volunteers.

### Other Duties and Responsibilities:

- Assists with animal placement (e.g., foster care, transfer out to placement groups, transfer into Larimer Humane Society, euthanasia).
- Participate on committees and attend meetings as assigned.

- Vaccinates animals as needed.
- Other duties as assigned.

**Qualifications:**

**Education/Experience:** Minimum of an Associate Degree in biology, the animal sciences, animal husbandry, veterinary-related medicine or an associated field of study OR equivalent and applicable work experience. A minimum of one year work experience in the animal welfare industry OR 8 months of current work experience with Larimer Humane Society. Customer service experience is required as is experience working in a hands-on capacity with animals is required. Previous companion animal behavior evaluation and/or enrichment experience desirable. Chameleon experience a plus. Previous veterinary assistant or technician experience helpful. Venipuncture experience a plus.

**Knowledge:** Knowledge of basic companion animal handling, behavior and health care; knowledge of basic companion animal training (especially positive reinforcement training methods); knowledge of companion animal breeds and colors.

**Skills:** Solid computing skills (Microsoft Office environment); effective written and verbal communication skills; skilled in public speaking; strong organizational skills. Proven emotional intelligence, work ethics and integrity skills required.

**Abilities:** Able to work with companion animals of all types including small mammals, reptiles and small barnyard animals. Effective record keeping ability. Able to work both independently and in a team setting. Able to remain calm and level-headed in stressful and emotional work environments. Able to use sound judgment when dealing with confidential information and able to multi-task and prioritize job duties in a busy and constantly changing work environment. Ability to work a flexible schedule as required, including some evenings, and to work overtime as needed. Able to use both vision and hearing to assist in identifying basic animal behavior.

**Other:** Must be at least 21 years of age (required for insurance purposes); valid Colorado Driver's License and have and maintain an insurable driving record. Willing to perform euthanasia of animals and to become euthanasia certified within 90 days in the position.

**Working Conditions:**

**Work Environment:** Most work is performed in the normal shelter setting; office space is a shared space; potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

**Physical Activities Include:** Occasional lifting and carrying of up to 50 pounds unassisted and more with assistance; potential for standing on feet for 8 hours or more a day; driving a car or van, sometime for long distances; kneeling; squatting; bending; rapid movements when evaluating animals; cleaning (scrubbing); walking dogs on a leash; performing physical examinations on animals; animal restraint; handling syringes and needles.

**Larimer Humane Society conducts criminal background checks,  
driving record checks and requires drug testing of all employment  
candidates.**