



Dog Coordinator

Reports to Shelter Operations Manager

Position Summary

The Dog Coordinator is responsible for organizing the flow of dogs through the shelter from their point of intake to adoption. They are responsible for overseeing all daily care, maintaining accuracy of information, and advertising dogs for adoption. We prioritize individualized care for each animal and the Dog Coordinator is primarily responsible for ensuring that the emotional and behavioral needs of shelter dogs are addressed.

Dog Care/General

- Oversee and ensure proper feeding, cleaning, and care of all dogs in the shelter.
- Ensure a clean and healthy environment in all dog housing areas; provide guidance and support for Animal Care/Adoption Specialists and volunteers as required.
- Responsible for providing and ensuring every dog's behavioral/emotional needs are met to the best of organization's ability through individualized enrichment plans, playgroups, behavior modification plans, and recommendations for foster placement to ensure reduced length of stay and appropriate care.
- Coordinate and oversee all training and skill-building with shelter dogs; supervise other staff and volunteers as appropriate in these areas.
- Stay up-to-date on the health and behavioral considerations all of dogs, communicating regularly with other staff members and medical services team to ensure accurate records and appropriate communication of important information
- Generate daily/weekly "Dog Updates" email to be sent to all staff following approval by supervisor
- Monitor the health of the dogs on an ongoing basis and report any concerns to the medical team.
- Ensure resident dogs receive any daily medications as directed by the medical team.
- Work closely with Shelter Operations Manager and medical team on euthanasia decisions as necessary
- Use PetPoint to record and document information and details about dogs etc.

Dog Adoptions/Promotions

- Responsible for creation of draft social media posts highlighting adoptable dogs on a regular basis and in accordance with timeline as directed by ED/marketing personnel.
- Participate in local TV/radio promotional activity regarding adoptable/soon to be adoptable dogs
- Facilitate adoption process in accordance with current policies and procedures
- Take high-quality photos and video clips of shelter dogs and upload for use in adoption profiles and marketing/fundraising materials
- Write dog adoption profiles, update adoptable dog listing on website, and ensure all relevant medical and behavioral info is present and accurate prior to posting dogs up for adoption.
- Ensure timely follow up with all dog adopters via email or phone

Intakes/Transfers Management

- Maintain intake and transfer relationships with other agencies/rescue groups
- Facilitate alternative placement for dogs when organization is not suited to meet their individual needs



PROVIDENCE ANIMAL RESCUE LEAGUE

- Work closely with front desk staff and Shelter Operations Manager to discuss and provide guidance/boundaries as needed surrounding dog intakes in accordance with considerations such as, but not limited to: shelter capacity for care, scheduling, and staffing

Foster/Volunteer Program

- Serve as an active member of the PARL Foster Team; identify foster dog candidates, provide relevant information to team, and assist with foster communications regarding dogs in foster as required.
- Participate in training videos, foster/volunteer social media group posts, and other related items as requested and in direct relation to dog care at PARL
- Serve as point person for the Adoption Ambassadors program; work closely with program manager to facilitate volunteer involvement, training, and schedule coordination as required.

Requirements/Qualifications

- Certification and/or formal education in dog training/behavior strongly preferred
- Experience in animal behavior, health, handling, & care in a shelter environment preferred
- Comfortable and able to work with animals of unknown disposition and those who may exhibit medical issues/aggressive tendencies and/or other problems
- Efficient computer skills; able to maintain and use a variety of applications for recordkeeping
- Must be at least 18 years of age and have valid driver's license.
- Practices humane and compassionate treatment of animals and people at all times.
- Promotes the safety of animals, other staff, and shelter visitors as a top priority.
- Strong interpersonal skills; The ideal person for this job would be personable, patient, professional, and able to get along well with a variety of people.
- Exercises maturity and good judgment; remains calm in stressful situations and when dealing with the public, staff and volunteers.
- Detail oriented. Able to prioritize and perform duties effectively with appropriate independence
- Communicates issues, concerns, ideas, and good news clearly and effectively with appropriate personnel

Working Conditions

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and cleaning agents. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Occasionally positions self to handle animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Occasionally moves animals weighing up to 50 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Allergic conditions, which would be aggravated when handling or working with animals, or hay, may be a disqualification.



PROVIDENCE ANIMAL RESCUE LEAGUE

Availability & Rate

This position is currently scheduled for 32-40 hours per week and is a non-exempt position. Availability and a willingness to work a flexible schedule are a plus. Daily reporting hours are set in advance but may fluctuate with regular rotation. Includes weekend, holiday, and some on call work. Hourly rate dependent on experience/skills.

To Apply: Send cover letter and resume to jobs@parl.org

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Posted internally and externally 8/11/2020; Position open until filled.