

## Job Description Director of Canine Behavior Programs



At Our Companions Animal Rescue, we believe in creating a community whose culture is built on our shared core values of **Respect, Compassion, Cooperation, Innovation, and Trust.**

We believe in **Respect** for the compelling individual needs and characteristics of the people and animals with whom we work. **Compassion** made of kindness and empathy for all living creatures which guides all our behaviors and decisions. **Cooperation** by creating opportunities to work together and support each other to accomplish a common goal. **Innovation** to find new ways to solve problems that will help the most vulnerable animals and facilitate growth for our organization, so we can impact even more lives in the future. And, we believe in **Trust** that all people are innately good and share our deep commitment to always do the right thing for animals and each other.

We require that those on the staff of Our Companions Animal Rescue genuinely share and express these values.

**Position Description:** The Director of Canine Behavior Programs is a key position in implementing Our Companions mission to do the right thing for animals. This position is responsible for Developing, Managing, Marketing and Oversight of the organization's Canine programs based at the Valerie Friedman Program Center. This position will work with the Director of Programs and the Chief Executive Officer on program implementation and long-term planning.

**Reports to:** Director of Programs

**Hours per week:** Full time, 40 per week, some evenings & weekends required

**Employee Labor Status:** Salary/Exempt

**Locations:** Our Companions Valerie Friedman Program Center in Manchester and telecommuting option.

### **Primary Job Responsibilities:**

- Manage, market and expand all Canine Behavior Programs offered at the Valerie Friedman Program Center.
- Train, manage and supervise the Canine Behavior Manager and Canine College Program Manager.
- Work with the Canine College Manager to expand the Canine College Program with a focus on volunteer/intern acquisition and retention.
- Manage the intern program and work with Canine College Manager on program development and mentoring interns.
- Oversee the Adopt-a-Shelter Program.
- Oversee the Buddy Project Program; including contract employees who conduct private sessions and any associated record keeping.
- Manage the Parenting with Pets program, including contract employees who conduct private sessions, plan educational events and any associated record keeping.

- Assist the Animal Helpline and related canine programs by assisting with behavioral evaluations for all dogs handled by Our Companions, conducting cat/dog and dog/dog meetings, and returning Canine Behavior related Helpline calls.
- Develop additional pet retention programs and other behavior programs that align with the organizations mission, goals and strategic plans.
- Work closely on developing policy and standard operating procedures for the Canine Programs in conjunction with the Chief Executive Officer, Director of Programs, Community Outreach Manager, Helpline Manager, Canine Behavior Manager and Sanctuary Director where applicable.
- Manage the budget for the organization's non-Sanctuary canine programs.
- Effectively deliver educational programs, in person and virtually to the public, and provide reports and program updates to the Board of Directors
- Teach and assist in Canine Classes on an as needed basis.
- Monthly reporting on Canine Program statistics.
- Participate in Grant Writing for the Canine Programs.
- Develop organizational animal care policies, safety and standard operating procedures for animals handled by Our Companions now and for future facilities.
- Assist with operational management of the organization's programs and activities.

**Job Qualifications:**

- Share and demonstrate Our Companions Animal Rescue's Core Values;
- Bachelor's degree in related field preferred;
- American Behavior College graduate (ABC DT) or CPDT-KA or CBCC-KA certification;
- Prior Management Experience is required;
- Strong public speaking and presentational skills;
- Strong computer skills and command of Microsoft Office applications required;
- Prior Positive Reinforcement dog training experience is required;
- Ability to work independently as well as be a team player;
- Demonstrated understanding and commitment to the organizations' mission and guiding principles;
- Access to reliable transportation and a valid driver's license;
- Must possess strong interpersonal skills, as well as excellent oral and written communication skills. Must be able to communicate in a respectful demeanor.

**Physical Requirements:** Average physical requirements including moderate lifting & carrying. Some travel and driving required.

**Working conditions:** Exposure to animal dander, may be exposed to bites, scratches, fur and dander and contagious diseases.